

SHORT-TERM INSURANCE PERSONAL LINES UNDERWRITER

A well-established Insurance Brokerage in Cape Town, Southern Suburbs requires the services of an office based Personal Lines Underwriter.

Minimum requirements:

- FAIS accredited (Relevant qualification, RE5 and CPD points for new cycle)
- Minimum 5 years experience in a broking environment
- Good computer skills and CIMS proficient
- Be able to work under pressure with minimal supervision.
- Attention to detail and a systematic, thorough approach;
- Excellent communication skills, both verbal and written;
- Excellent conflict handling skills;
- Highly competent with MS Office suite, paperless environment & Workflow experience

Key Responsibilities:

Customer Service

- Liaison with potential and existing clients, building positive relationships by giving accurate, appropriate information on policy covers, terms and conditions;
- Adhering to Service Level Agreements set by the company.

Portfolio Management

- Liaising with Brokers, Insurers and Suppliers;
- Processing quotes, new policies, renewals and endorsements;
- Accurate record keeping, continuous management of files, correspondence and diary.

Insurance Knowledge

- Studying various insurance products and proposals, and gathering and assessing background information;
- Keeping abreast of developments within the industry;
- Calculating possible risk using risk assessments, actuarial information, other statistics and own judgement;
- Determining correct competitive premiums and fees, and negotiating terms with Insurers and Brokers;
- Specifying conditions to be imposed on different types of policies;
- Keeping detailed records of policies underwritten, and decisions made.

Financial

- Manage credit control of client portfolios and institute growth of administration fees.

Salary commensurate with experience.

The employment package includes Provident Fund and a Medical Aid contribution.

Suitable candidates must send their CV to vacancies@intasure.co.za

Consider your application unsuccessful if you have not been contacted within 14 days of the advert.