

**Job Title – Underwriting Assistant****Job ID – 197****Division – DUAL****Location – London****Role Definition**

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Perform general administrative duties and provide support to the Underwriting team.

**Key Responsibilities / Accountabilities**

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- Support the team on a day to day basis
- Maintain spreadsheets
- Ensure that risks are chased prior to expiring
- Provide assistance to the underwriters with the updating DUAL proprietary software
- Produce reports on an ad hoc basis
- Assist in managing underwriters Administration i.e. filing of correspondence, slips, proposal forms, etc.
- General administrative duties including scanning, photo copying, e-mail, answering the phone, taking messages, etc.
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Preparing business correspondence (often using word processing, spreadsheet, and presentation computer software)
- Policy issuance, endorsements, etc.
- Responsible for liaising with finance and underwriters to solve accounting queries in a quick and efficient manner
- Achieving very high levels of accuracy in data entry and policy issuance
- Flash being up to date on a daily basis

**Skills and abilities needed to perform role**

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- A high level of numeracy and literacy
- Strong organisational and prioritisation skills
- Strong interpersonal and communication skills
- Ability to work quickly, efficiently, methodically and accurately
- All round awareness of those aspects of the insurance industry that have a direct bearing on key responsibilities and accountabilities
- High level of IT proficiency, including but not limited to Microsoft Word, Excel (Intermediate) and PowerPoint
- Organised, with good planning/time management skills to achieve tight deadlines/targets
- Proactive approach
- Enthusiasm for Professional Development

**Knowledge and Experience**

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- Insurance background preferred but not required

### Professional Qualifications

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- GCSE Maths and English (A\*- B)
- A-level, ideally in a numerate discipline
- Degree preferred, but not essential

*The company operate a stringent employee referencing and verification process when we on board new joiners (temporary or permanent), which means if you are offered a role with us we will ask you to make honest and open declarations about your past employment, qualifications, financial history and credit/debt history. It can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us.*

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