

JOB TITLE	Assistant Trading Underwriter
JOB FUNCTION	Personal Lines Trading
JOB LEVEL	1
REPORTS TO JOB TITLE	Personal Lines Trading Manager

SCOPE/PURPOSE

Working effectively in collaboration with the Personal Lines Trading team and Trading Manger will be key to the success of this role.

This role will be very much a learning role, developing technical knowledge of product offering across the range of personal lines products, while providing administrative support to a team of trading underwriters.

This person performing this role will have some underwriting authority level, typically level 1, due to their level of expertise.

KEY RESPONSIBILITIES

- Ensure all information is documented accurately and in line with procedures on the Company's systems
- Support a "can do culture" where our priorities are driven by the customer
- To be flexible to the needs of the company in prioritising workflow appropriately and effectively.
- Work closely with other teams to identify and implement corrective measures required to enhance the profitability of our products as directed
- Adhere to all operational metrics required to deliver relevant business unit strategy
- Assist the Sales team with any promotional related material and events
- Maintain and develop internal and external customer relations
- Support senior colleagues on analysis where required
- Support quality programme through peer-to-peer audits as required and support changes from quality outputs
- Generation of any relevant reports for management review
- Underwrite a wide range of Product propositions and assist in the administration/servicing of the portfolio in line with agreed service standards, KPI's and within authority level.
- Actively identify opportunities within our Broker distribution with a focus on New Business, Risk Referral and Renewal Retention. The opportunity to specialise in certain portfolios may also arise.
- Utilise the underwriting framework to deliver and satisfy on all our customer's needs.
- Ensure all activities are in line with the CPC and internal Compliance guidance
- Support the Change & Quality team in the delivery of their initiatives
- Adhere to all Company policies & procedures

This role is a 'controlled function' as defined by the Central Bank. Any appointment will be conditional on the company being satisfied that the appointee meets the requirements as set out in the Fitness and Probity standards issued by the Central Bank. This requires the company to complete prescribed due diligence to assess the appointee's fitness and probity.

Above is the current list of your duties and this may change from time to time depending on business demands.

Education and work experience

- Leaving Certificate essential or third level qualification an advantage
- APA qualified or working towards the Personal Lines qualification with willingness and aptitude to progress towards CIP ideally
- 12 months Insurance Industry experience
- Open GI experience an advantage or previous experience working with a computer insurance system essential

Knowledge & Skills

- Some understanding on the requirements of the Consumer Protection Code and the Minimum Competency standards
- Some Industry knowledge would be beneficial
- Basic technical product knowledge and some knowledge of how to underwrite
- Outstanding communication and interpersonal skills
- Extremely well organised with excellent time management skills
- Flair for sales with excellent negotiation skills
- Excellent IT skills

Your approach

- Act honestly, fairly and professionally in the best interests of our customers and the integrity of the market.
- Act with due skill, care and diligence in the best interests of our customers.
- Engaged, innovative, sales/service orientated, process driven
- Consistent demonstration of our values, Trust, Agility, Service.
- Approachable team player that collaborates with and supports other team members promoting team spirit
- Approachable, friendly and easy-to-deal with
- Build and maintain strong customer relationships
- Dedicated to continuous improvement
- Dedicated to working compliantly in a regulated environment