

UNDERWRITING MANAGER

- World Class Insurer
- Strong Corporate Culture
- International Presence

Responsibilities:

1. Report and take instructions from Head of Department.
2. Underwrite and accept risks in accordance with the underwriting authority of the Underwriting Guide:
 - conduct risks survey.
 - service and attend to all enquiries from Marketing Department and intermediaries including visit to clients and intermediaries.
 - approved referred policies or endorsements from Marketing and Policy Processing Departments
3. Assist in handling all general administrative matters of the department
4. Supervise, guide and train staff and intermediaries including conducting of training courses
5. To control of Policy Forms and Clauses of the Company with the assistance of fellow colleagues.
6. To assist in the preparation of Operational Checklist and statistics for analysis of performance.
7. To continually review work procedure, risk acceptance guides and wordings with view of control, increased productivity and efficiency of the Department.
8. To perform quarterly monitoring and review on the new products (Product Code AHSF and AHSN)
9. To perform any other duties assigned by the Head of Department or Management.

Requirements:

- A recognized degree or Diploma with minimum 5 years of relevant working experience in insurance companies
- Professional certifications such as BCP, PGI and CGI are necessary.
- Able to work independently and in a team
- Possess a strong analytical and problem solving skills with good verbal / written communication and interpersonal skills
- Only Singaporeans and Singaporean PRs need apply



To apply, forward your resume to regina.tio@gsiconsultants.com or contact **Regina Tio** at +65 6834 0055. All applications will be treated with strict confidentiality. Only short-listed candidates will be notified.