

JOB DESCRIPTION: Senior Underwriter - Bedfordview

The ideal candidate's key performance areas will be:

- Quotations
- Issuing of new business
- Issuing of insurance certificates
- Policy endorsements
- Monthly renewals
- Knowledge of Fidelity and computer crime cover and underwriting thereof
- Retention of policies
- Flexible for assisting with special tasks
- Attention to detail
- Appointing risk surveyors
- Preparing Participation Quotas
- Application of good risk analysis skills
- Demonstrate risk perception and understanding the nature of risk (good or bad)
- Liaison with brokers
- Problem solving

Behavioural dimensions:

- Deadline orientated
- Strong admin skills with an ability to prioritise workload
- Good interpersonal skills
- Assertive
- Team player
- Positive and energetic
- Strong work ethic

Candidate Requirements:

- Education: (not negotiable)
- Matric
- 5 years' experience in the commercial / sectional title insurance and knowledge of underwriting processes
- Being FAIS qualified will be a great advantage
- Fluency in English and Afrikaans
- Computer Literacy (MS Word, Outlook and Excel)
- Good communication skills- written and verbal
- COVID 19 Vaccination Certificate

Remuneration:

- Annual CTC package inclusive of a performance-based bonus:
Negotiable
- Pension scheme and Group life insurance

To apply please email your CV to marna@cia.co.za