

JOB TITLE	Assistant Trading Underwriter
JOB FUNCTION	Commercial Trading
JOB LEVEL	1
REPORTS TO JOB TITLE	Commercial Trading Manager

Scope/Purpose

Working effectively in collaboration with the Commercial Trading team and Trading Manager 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 commercial lines products, while providing administrative support to a team of trading underwriters.

This person performing this role will have some underwriting authority level, based on their level of expertise in product area.

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.
- 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.
- Review, analyse and issue quotations referred to the Company within assigned authority level.
- Underwrite a wide range of Product propositions and assist in the management of the portfolio in line with agreed service standards, KPI's and within authority level.
- Actively identify opportunities within our Broker distribution network with a focus on New Business, Risk Referral and Renewal Retention. The opportunity to specialise in certain portfolios may also arise.
- Work as part of a team of Underwriters to ensure that the team are maintaining a new business strike rate and renewal retention level on existing business.
- Assist with training new hires on products and systems.
- 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 or third level qualification
- APA qualified/grandfathered in Comm and aptitude to progress towards CIP ideally.
- At least 12 months, ideally 2 years' experience supporting on commercial underwriting of products.
- Open GI experience an advantage or previous experience working with a computer insurance system essential.

Knowledge & Skills

- Some knowledge 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.