

## JOB DESCRIPTION & SPECIFICATION

Job Title	<b>Broker Support Technician - Bermuda</b>
Contract Type	Permanent, Full Time
Hours of Work	37.5 hours a week
Overall Role:	The role will include all aspects of broker back-up duties including, close liaison with the CEO and colleagues to deliver the high standard of service our clients demand.
Main Responsibilities & Accountabilities:	<ul style="list-style-type: none"> <li>• Production of contract wordings and to be familiar with latest market trends</li> <li>• Production of comprehensive underwriting presentations for both new and existing clients</li> <li>• Maintain a tidy and comprehensive contractual file throughout the entire transaction</li> <li>• Use of front-end broking systems as and when required</li> <li>• Maintain a quote sheet and market sheet in Excel and/or Revision throughout the placement progress</li> <li>• Update the client daily with progress achieved</li> <li>• Have a working knowledge of proportional treaty accounting and relevant workings to monitor the receipt and processing of accounts</li> <li>• To be accountable for all aspects of service and support for their client</li> <li>• Collate and report departmental budgets</li> <li>• Liaise with the wordings team regarding production and completion of Stage 2 signings</li> <li>• Receiving and monitoring technical questions from underwriters and advising clients as to the responses required</li> <li>• Adhere to BMS Group minimum standards and policies and procedures</li> </ul>

## PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"><li>• Previous experience working within a reinsurance support role undertaking the Main Responsibilities &amp; Accountabilities listed above</li><li>• Experience working within a professional office environment</li><li>• Regular contact with customers and clients</li></ul>
Special Skills & Knowledge	Advanced knowledge of Microsoft Word, Excel, PowerPoint and outlook
Behavioural Skills	<ul style="list-style-type: none"><li>• Ability to effectively contribute to the team and interact with others</li><li>• Strong communication skills, the ability to communicate effectively (written &amp; verbal at all levels)</li><li>• Strong attention to detail and the ability to multi task</li><li>• Ability to use own initiative to work out any problems which may arise</li><li>• Ability to work under pressure</li><li>• Professional attitude to work</li><li>• Punctual and conscientious</li><li>• Shows enthusiasm</li></ul>
Demonstrate our values	We are Passionate about our Clients We act with Professionalism and Pride We believe in Communication & Teamwork We exhibit Enthusiasm & Energy We believe in Maximising Potential