

Job Title: Reinsurance Contract Analyst
Department: Contracts
Reports To: Senior Vice President, Contracts
Location: Minneapolis
FLSA Status: Exempt

Position Summary

This position will be an individual and team contributor. The Reinsurance Contract Analyst will also work with clients, reinsurers and BMS production and operating teams. This individual will create, edit and analyze contract provisions which accurately memorialize negotiated reinsurance placement terms.

Essential Duties and Responsibilities

- Interface with Broker Teams throughout the placement and assist in finding creative reinsurance solutions while optimizing the wording for the client;
- Review and understand terms of reinsurance contracts and program structures;
- Document broker/client/market conversations in accordance with BMS professional standard guidelines;
- Submit written documents to Contract Wording Supervisor and/or Department Manager for review and approval;
- Interface with clients and reinsurance markets as needed to assist in the wording negotiations;
- Produce and respond to written and verbal communications effectively and appropriately within company standards;
- Adapt quickly to rapidly changing technologies and systems. Work with team to create effective and efficient processes and solutions.
- Maintain files and reports to assist in the performance of assigned responsibilities.
- Travel to client and reinsurer offices as needed to support sales teams and BMS operating units.
- Assume and perform specialized functions and special projects as requested.
- Willingness to attend classes, trainings and conferences to monitor emerging industry issues or learn new skills.

Other Responsibilities

Individual will complete responsibilities in accordance with the organization's policies and applicable procedures as assigned. Responsibilities include working collaboratively in a team environment, frequent communication with team leader and teammates, including regular participation in team meetings. Ability to travel and other duties as assigned.

Qualifications

Education

Bachelor's degree (B.A./B.S.) from a four year college or university.

Experience

Successful candidate should have 3 - 6 years experience with drafting reinsurance wording in the US/London Market environment. Working knowledge of standard market wordings and ability to identify and resolve potential issues. Excellent oral and written communication skills and strong analytical skills are a must.

Core Competencies

Business Acumen – Knowledge of how strategies and tactics work in insurance and reinsurance; knowledgeable in current and possible future policies, practices, trends, technology and information affecting the insurance and reinsurance business and clients.

Problem solving – Uses sound logic and rigorous methods to solve difficult problems with effective solutions. Collects and analyzes data with specific attention to detail to support conclusions and recommendations.

Interpersonal Savvy – Builds constructive and effective relationships with internal and external customers. Relates well to all kinds of people at every level of an organization.

Teamwork – A model of sharing, caring and cooperation; quickly shares anything if it's for the team or organization; one of the first to volunteer to help others succeed.

Drive for Results – Goal oriented; pushes self and others for results.

Organizational Agility – Knows how to get things done through formal channels and informal networks; understands the reasoning behind key policies, practices and procedures, knows how the organization works and ability to work well under pressure.

Learning on the Fly – Learns quickly when facing new problems, open to change and quickly grasps the culture and underlying structure.

Organized – Can marshal resources (people, funding, material and support) to get things done and is able to arrange information and files in a useful manner.

Other

Excellent Computer Skills

Microsoft Suite and Share Point software experience preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.