



## BMS JOB DESCRIPTION

**Position Title:** Senior Technical Broker  
**Division:** BMS Intermediaries Inc  
**Location:** New York  
**Reports to:** Senior Vice President

With general assistance and support from Relationship Manager(s)/Senior Broker(s) –

- ✓ Deliver outstanding service and advice to clients in order to maintain and increase brokerage income
- ✓ Achieve ultimate goal of total client dependence on BMS in placing/servicing our clients reinsurance program(s)
- ✓ Emphasize to assigned prospects BMS' ability to create, administer and service the best and most profitable reinsurance program to meet their needs, as well as being able to provide additional advice and services
- ✓ Assist in managing (i.e. handle underwriting preparation, fact-finding procedures, client interface, placement with reinsurers, etc.) clients accounts or portions of clients accounts generating brokerage income
- ✓ Build effective and constructive relationships with internal and external clients/customers.

### Key Responsibilities and Accountabilities

- ✓ Help maintain, and generate additional brokerage income from assigned clients by generating new brokerage through additional contracts
- ✓ Able to view situations from the perspective of the client in order to anticipate and meet the clients needs
- ✓ Help maintain regular contact with clients in a proactive manner to discover problems or opportunities.
- ✓ Initiate/prepare reinsurance submissions/underwriting narrative with direction from Relationship Manager(s)/Senior Broker(s)
- ✓ Ensure clients have been properly instructed to disclose all material information and the potential of consequences of failure to do so
- ✓ Prepare memos/letters to reinsurers/clients for own signature, as well as signature of others
- ✓ Prepare Slips/Cover Notes or Summary of Terms based upon the placement terms
- ✓ Assist with the preparation and finalization of Contract Wordings, working closely with the Contract Wordings Department and Relationship Manager(s)/Senior

Broker(s). Accountable for verifying all Slips/Cover Notes or Summary of Terms and Contract Wordings have been fully executed

- ✓ Able to discuss and/or explain contract terms and conditions/Contract Wordings to clients and reinsurers
- ✓ Responsible for quality control of all work produced on assigned accounts, including 1836/Biz Explorer/Biz Docs/Access Database/Vault/Contract Wordings/Filing, etc.
- ✓ At the completion of placement - draft Post Placement Memo, Brokerage Estimate Exhibit and Market Sheet for Relationship Manager(s)/Senior Broker(s) final sign off
- ✓ Maintain files weekly (i.e., complete necessary forms, document telephone conversations, e-mails, perform copy work for files, keep files up to date, etc.)
- ✓ Preparation of experience exhibits throughout year with assistance from the Fiduciary Department
- ✓ Assist Relationship Manager(s)/Senior Broker(s) in prospecting accounts
- ✓ Perform special projects and other miscellaneous duties as assigned by Relationship Manager(s)/Senior Broker(s)

#### **Functional Competencies required in Role:**

- ✓ Class of risk and product knowledge
- ✓ Client focused
- ✓ Proficient user of Microsoft Excel, Word ,Outlook and to some degree power point
- ✓ Accountable for compliance with the BMS Policies and Procedures Manual

#### **Behavioral competencies required:**

- ✓ **Customer Focus** - Accountable for maintaining effective teamwork, communication and interpersonal relationships with all BMS staff (e.g., Fiduciary Department and Contract Wording Department) and with outside contacts
- ✓ **Creativity and Innovation Management** – Brings creative ideas of others to market; can facilitate effective brainstorming of client/customer ideas; can project how potential ideas may play out in the marketplace. Can generate new and unique ideas
- ✓ **Communication Skills** - Ability to communicate clearly and effectively (both written & verbal) . Proactive and demonstrates ability to use own initiative.
- ✓ **Planning** - Organizational abilities; accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals and meets deadlines with attention to detail, strong analytical skills. Knows how to get things done through formal channels and informal networks.
- ✓ **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.

- ✓ **Drive for Results** – Goal oriented; pushes self and others for results.
  
- ✓ **Learning on the Fly** – Learns quickly when facing new problems, open to change and quickly grasps the culture and underlying structure.
  
- ✓ The candidate must demonstrate the five BMS Values:
  - We are Passionate about our Clients
  - We believe in Communication & Teamwork
  - We exhibit Enthusiasm & Energy
  - We believe in Maximising Potential
  - We act with Professionalism & Pride