

## Account Executive Facultative Reinsurance

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### Role Definition

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As an Account Executive you will undertake personal responsibility for day-to-day Fac account handling tasks, including dealing with brokers and clients, queries over the phone, renewing policies, maintaining files in addition to perform a variety of administrative/technical support tasks for General Administration.

### Reporting to:

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- Facultative Reinsurance Admin and back office support supervisor (Danielle Green).

### Interacting with:

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- BMS Latin America brokers
- BMS UK team
- Clients (insurance companies, reinsurance brokers, insurance brokers, third party producers, etc)
- Reinsurance markets
- Vendors

### Key Responsibilities

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- Work closely with brokers in the successful completion of new and renewal business.
- Prepare quotations, cover and debit notes and endorsements related to brokerage accounts.
- Handle and maintain brokerage files, chase subjectivities.
- Eclipse data entry (income bookings)
- Liaise with clients and markets for day-to-day account queries.
- Assist in follow up of open/outstanding items from clients / markets
- Liaise with the claims department
- Ensure adherence to procedures
- Liaise with the Compliance and Production department

### Ensure Key Accountabilities (What you are measured on)

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- Effectively serve brokers, clients and market accounts needs in an accurate and timely fashion
- Effective communication with the Production dept. and markets at all stages of the placement process
- Be accountable with the Team to provide an excellent and timely service to clients
- Client satisfaction ratio

### Key Competencies (Skills and abilities needed to perform role)

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- Strong Team player
- Strong knowledge of the facultative reinsurance market and products (property, construction, liability, marine, financial lines, etc)
- Administrative skills
- Prioritizing / organization / accuracy skills
- Bilingual English/Spanish
- Interactive and communication skills
- Flexibility, accountability and discipline.

NOTE: It is impossible to list all of the responsibilities and duties which may arise during the normal course of business and this list is not intended to be exhaustive