

## Job Description

**Position Title:** Marine Technician  
**Reports to:** Director, BankServe  
**Location:** London

### Summary of Position:

To provide technical account handling and process support to BankServe Brokers and Directors. This is an end-to-end technical role with the additional benefit of active Client engagement.

### Key Responsibilities & Accountabilities:

- Preparation of Slips and Underwriting information for broking purposes
- Preparation of cover notes, premium, Contract Load Up & all relevant documentation
- Assist with the placing of business as required
- Liaison with clients and markets as necessary
- Maintenance of placing files
- Provide support to BankServe Directors, Consultants & Brokers
- Assist in controlling premiums, commissions, allocating cashes, chasing bad debts and other monetary functions
- Adhere to company and regulatory policies & procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income.

**Functional & Behavioural Competencies required:**

- Some experience in a Insurance environment (Marine preferred but not essential)
- Ability to assemble broking presentation materials accurately and efficiently
- Strong communications skills both verbally and written
- Market skills and market relations
- Working knowledge of Word, Excel and Outlook
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
  - Accountable
  - Entrepreneurial
  - Collaborative
  - Empowering
  - Disciplined