

JOB DESCRIPTION

Position Title: Broker
Reports To: Director
Location: London

Summary of Position:

To facilitate the placement of insurance / reinsurance contracts in accordance with the client's requests, in accordance with regulatory requirements.

Key Responsibilities & Accountabilities:

- Assist with the placement of designated risks, including production of documentation, and maintenance throughout the risk life cycle (Underwriting Submissions, market Reform Contracts, Wordings, Endorsements)
- Maintain and enhance knowledge of the insurance marketplace, trends and cycles in order to capitalise on market opportunities
- Develop and manage client relationships – overseas travel may be required
- Develop and manage relationships with market representatives i.e. Underwriters, other Brokers
- Assist with production of data and submission documentation for underwriters
- Ensure that accounts are serviced efficiently and professionally
- Demonstrate ability to communicate technical knowledge to various stakeholders
- Maintain up-to-date working knowledge of regulatory requirements
- Report breaches, errors and omissions, disputes and complaints
- Interact and collaborate with other divisional units
- 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:

- Strong persuasive and influencing skills
- Client facing and customer focused with excellent interpersonal and written communication skills
- Excellent IT & organisational skills

- Ability to perform effectively to tight deadlines with good personal organisation and time management skills
- Anticipates problems in advance and makes contingencies
- Proactive, always looking for ways of delivering a better or more efficient service
- Communicates clearly; effectively contributes to the team and interacts with others
- Excellent attention to detail and ability to plan meticulously
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined