



## Job Description

**Position Title:** Insurance Broker (Full-time)

**Location:** BMS, Istanbul, Turkey

### About BMS

BMS Group is a dynamic and independent global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services.

We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe, Middle East and Asia with both a strong local focus and thorough understanding of market needs.

Our teams are respected globally for their specialist market knowledge, intelligent analysis and insight.

Our people strive to be 'the best in class' and with an innovative approach and their entrepreneurial thinking, our clients truly benefit from better solutions to policy development and placement.

Being independent makes a key difference to our clients, allowing our brokers the freedom to deliver the best solutions, tailored to meet specific business needs. Coupled with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

### Key Responsibilities:

- Develop data and submission documentation for underwriters
- Receiving offers from the (re)insurance companies and carrying out the placement processes in the proposals and renewals of our clients and/or our prospects
- Ensuring coordination of operational processes in the company and with relevant units of various stakeholders
- Review and analyze client needs to determine appropriate product and desired terms and conditions for (re)insurance coverage
- Maintain and enhance knowledge of the insurance marketplace, trends
- Ensure that accounts are serviced efficiently and professionally always striving to deliver best practices available
- Adhere to company and regulatory policies and procedures
- Create various reports for clients and management of the company

**Main Requirements:**

- Bachelor's Degree in Business Administration, Economics, Mathematics, Statistics, Engineering, Law
- Minimum 4 years of experience in account management and/or sales in insurance industry or similar client facing experience
- Fluent in both written and spoken English
- Competent using Microsoft Office
- Ambitious & driven
- Strong organizational skills
- Excellent analytic, research and communication skills
- Effective interpersonal skills and ability to work as part of a fast-paced team
- Ability to stay composed in stressful situations and to adapt changing work demands
- Personally, demonstrate the five BMS values:
  - Accountable
  - Entrepreneurial
  - Collaborative
  - Empowering
  - Disciplined