

## Underwriting Assistant

**Job Title:** Underwriting Assistant

**Department:** 779 Life Syndicate

**Location:** London Office

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**Job Purpose:** To provide administrative support to the underwriting team.

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### Key Responsibilities:

- Provide individual quotations
  - Data input and manipulation of spreadsheets
  - Initial medical underwriting
  - Copying slips, endorsements
  - Scanning and associated tasks to provide support to Underwriters
  - Ad hoc syndicate projects
  - Liaison with Jubilee Service Solutions Limited
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### Skills required:

- Excellent Microsoft Office skills – Excel, Word, Outlook (including daily maintenance and meeting scheduling)
- Good communication skills
- Numerate
- Good organisational / time management skills
- Flexible to meet varying workloads and tasks
- Prior insurance experience – Lloyd's preferred