

ROLE PROFILE

Role Title:	Underwriting Assistant Property
Functional Area:	Property
Reports to:	Lead Property Underwriter
Employment Type:	Permanent
Location:	Antwerp (Belgium)

ABOUT US

RSA has a long history in Europe as a Specialty insurer, and we are a partner with a strong reputation for protecting our customers and helping brokers build their business. Our approach combines rich heritage, financial strength, customer focus, resilience and an exceptional team of dedicated experts with deep technical know-how.

RSA Luxembourg S.A. is a subsidiary company of RSA and part of the group companies of Intact Financial Corporation. We are one of the world's leading international general insurers dedicated in providing peace of mind to individuals and protecting small businesses and large corporations from uncertainty.

We have regulated insurance branches in Belgium, France, the Netherlands, Spain and Germany. With our team of 250 employees, we provide in-country services in technical underwriting, claims and risk management.

Our Purpose:

"To help people, businesses and society prosper in good times and be resilient in bad times."

Our Values:

"Integrity, Respect, Customer-driven, Excellence and Generosity."

***RSA is committed to creating a diverse environment and proud to be an equal opportunity employer.*

MISSION

We are currently looking for an Underwriting Assistant to support our property department. This job involves supporting Underwriters and Senior Underwriters to secure profitable renewals and generate new business in line with agreed area/segment strategies.

You will work with the Underwriting team on a portfolio of accounts and assist in all phases of underwriting the associated cases within agreed processes and risk appetite.

Typically, accounts are within the Upper-Middle Market and Large Corporate segments and require use of technical skills to deploy and implement solutions for domestic and multinational insurance programs containing rich and complex data to process.

You will use your analytical, communication and relationship management skills to support the trading of a portfolio of accounts. You will use your interpersonal skills to interact with internal and external stakeholders.

You will interpret the underwriting information in order to be an effective handoff point from the Underwriting function into the operations function, who will provide administrative support and book financial data on Underwriting's behalf.

You will use your organizational skills to keep reference and evidence of all activities as prescribed by internal control & governance rules.

MAIN RESPONSIBILITIES

- Support the underwriting team at every stage of the underwriting journey by gathering, organizing and interpreting information as necessary to progress the account.
- Issue policy documentation, interpret data and provide a handover to the Operations function in timely and accurate way to meet internal, customer and regulatory requirements.
- Establishing an effective working relationship with your Portfolio Management colleagues and others as necessary.
- Supporting technical audits and peer review processes as required to support and enable the maintenance of an effective control environment.
- Issuing new policy wordings or existing policy wordings, working with the underwriters to ensure policy documentation is current and Accurate.
- Supporting the implementation of solutions for multinational insurance programmes through use of our Global Network partners.
- Contributing to the implementation of marketing activities, business development initiatives, etc. to increase overall revenue, 'share of wallet' and business mix in line with agreed Account Plans.
- Accessing senior direction and support as appropriate.
- Developing a trusted, deep and long-term relationship with their colleagues to generate, progress and close new, up selling and cross selling business opportunities.
- Displays a desire to understand RSAL at a European level and RSAL at a Group level.
- May be required to support wider initiatives, i.e. projects.

- Being aware of and adhering to our regulatory framework at all times.

REQUIREMENTS & SKILLS

- Although not essential, progression with CII qualification(s) or European equivalent in insurance qualifications is a benefit.
- Your English is at a good level, both verbal and written. As well as your Dutch and/or French.
- Ability to develop technical and trading capability over time and with coaching.
- Attention to detail and ability to self-manage.
- Committed to continuous improvement and personal development.
- Understanding the multinational insurance market.
- Effective communication, time management and selling skills.
- Can independently balance conflicting priorities.
- Customer service experience in financial services industry and experience working across functions / matrix organisation to collaborate and build strong relationships.

HOW TO APPLY?

If you are interested in applying to this job position, please send us your CV to: martagarcia.fernandez@eu.rsagroup.com

RSA Luxembourg SA (RSAL) is committed to ensuring that your privacy is protected, as the data controller, we take the necessary measures to ensure the security and confidentiality of the personal information it holds or processes in compliance with the General Data Protection Regulation (EU) of 27 April 2016 ("GDPR"), Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data (Privacy Act) and implementing decrees.

The data you provide will be processed as part of our candidate selection process. The legal basis for this processing is our legitimate interest in considering your application. Unless you object, your CV will be kept for two years after our last contact with you. We may keep your data for the duration of the employment contract in the event of recruitment. Once your employment has ceased, your personal data will be only retained for as long as is necessary to satisfy any legal, accounting or reporting obligations.

Intact Group companies and third-party partners may be recipients of your personal data when required. Sometimes your personal information may be sent to other parties outside of the European Economic Area (EEA) in connection with the purposes set out above. We will take all reasonable steps to ensure that your personal information is treated securely and in compliance with data protection regulations.

In accordance with data protection laws, you have the right to access and obtain a copy of the data concerning you, object to the processing, have it rectified or deleted. All you have to do is write to the RSAL Data Protection Officer to the following address RSA Luxembourg, S.A. Edif. Torre Europa, Pº de la Castellana, 95 – Planta 19 28046 Madrid (SPAIN) or send an email to the following address RSA.DP@eu.rsagroup.com. We will ask you to confirm your identity if we need to, we have one month from receiving your request to tell you what action we have taken.