



Job Description

<u>JOB TITLE</u>	<u>Underwriting Technician</u>
Hours	37.5 Hours per week
Reports To	Managing Director and Technical Underwriting Manager
Job Type	Permanent
<u>Description</u> <p>Cedar Underwriting is a modern, flexible, proactive MGU. We are a slick capacity provider whose business strategy is to provide added value to the Coverholder and to our insurers.</p> <p>We provide added value to both the Coverholder and Capacity by offering a service that is unrivalled in the UK market. Working closer than ever before with all stake holders, understanding their business, their motivation, their vision and how they work.</p> <p>The purpose of the role is to deliver underwriting support to our Underwriting Team and provide support with safeguarding the underwriting and claims performance of our insurer accounts.</p> <p>You will use your industry knowledge and experience to deliver appropriate and competitive insurance terms, conditions and service levels.</p> <p>The right person will have some experience within the commercial insurance sector, have an ability meet and exceed SLA's and be able to communicate their findings clearly.</p> <p>The role requires comprehensive support to be provided in all aspects of the company's activities to achieve profitable growth and deliver the company's long-term strategy.</p> <p>The main task in this role is to compile monthly Management Information and carry out basic report writing based on this information. Cedar complies vast MI for insurers, coverholders and internal use. The Underwriting Technician will play a key role in ensuring this MI is reviewed regularly and used to it's full potential.</p>	
<u>DUTIES</u>	<u>EXPERIENCE/SKILLS</u>
Regular review of substantial Management Information	Ability to report using specific flags as well as using own initiative to report on scheme performance. Basic commercial insurance knowledge required.
New Schemes - Assist the Technical Underwriting Manager in developing new schemes by compiling data	Good market knowledge Wide range of Commercial Insurance knowledge and experience Ability to communicate complex issues in a concise way.
Back up for Telephone/System Referral point for all Coverholders on individual cases outside of their authority	Working with others Communication skills Minimum of 3 years commercial insurance products

New Schemes - Market research required to ensure Cedar are in line with and where possible have an advantage over the rest of the market.	Good market knowledge Some commercial Insurance knowledge and experience Ability to communicate complex issues in a concise way
Assist in Binder Management	Methodical organisational skills Understanding of the Delegated Authority process preferable
Back up for reviewing surveys and communicating requirements and recommendations to coverholders	Communication skills Minimum of 3 years commercial insurance products
Attend insurer meetings to assist Managing Director and Technical Underwriting Manager and be able to present findings in a clear and concise manner.	Some commercial Insurance knowledge and experience Ability to communicate complex issues in a concise way Minute taking
<u>OTHER</u>	
Good Maths and communication skills essential Knowledge of Word/Excel to a moderate level Experience of using Microsoft Teams and OneNote preferable	