
(JUNIOR) UNDERWRITING OFFICER IN MARINE INSURANCE



J E A N V E R H E Y E N
S I N C E 1 9 1 9

We are hiring at JEAN VERHEYEN in Brussels! We are a SME, member of AXA Group, active in Transport, Art and Patrimony Insurance since 1919. We are 45 employees and there is a great atmosphere in our family company.

Role / Experience

We are looking for an enthusiastic and dedicated Underwriting Officer to assist our underwriting team in delivering a high quality service, ideally with some experience within the financial area, preferably insurance.

You will be in close cooperation with the underwriters, assisting with everyday underwriting matters and providing support for administrative aspects.

Key responsibilities

- *Managing business in a cost-effective manner and in accordance with the individual underwriting authority level;*
- *Assist in underwriting new business according to the "guidelines" set out by the Insurance Companies;*
- *Assessing and evaluating marine insurance risks, measuring risk exposure and premium quotations;*
- *Preparing underwriting matters for existing accounts, editing endorsements and registering contracts and data;*
- *Controlling and issuing various types of Insurance documents;*
- *Handling day-to-day policy issues;*
- *Following up premium settlements in order to maintain an accurate management of the portfolio;*
- *Liaising and building up strong relationships with brokers and other network professionals;*

Skills

- *Language skills – Dutch and French*
- *Accuracy and attention for detail*
- *The right attitude to learn new skills and ability to absorb technical information*

Our bid

- *Our offices are located in the center of Brussels, easily accessible by public transport*
- *Small team and pleasant working atmosphere / conditions*
- *Continuous skills development thanks to a strong technical environment*
- *Career in connection with one of the most interesting & fast-moving sector of the Belgian economy: transport & logistics*
- *Position in the first marine insurance player in Brussels*
- *Attractive salary supplemented by a number of fringe benefits*

For more info about us please visit www.verheyen.be

Please forward your CV and application letter to lv@verheyen.be