

Assistant Underwriter – Brisbane July 2017

For over 13 years DUAL Australia has become one of the largest independent Underwriting Agencies in Australia by focusing on creating unique products and solutions for the SME market. We're a company committed to having fun at work while getting the job done. As a company we're known in the industry as a group dedicated to giving back to the community by partnering with charitable groups and actively participating in fundraising events.

If you have strong communication and interpersonal skills, experience working in insurance or administration roles and a passion for customer service, then this is the role for you!

We are looking for a motivated individual to join our energetic and dynamic Brisbane office to assist with the day to day underwriting processes.

To be successful in this role you will need to possess a confident and friendly manner, be motivated to succeed, have excellent organisational skills and strong attention to detail.

In this role you would be responsible for;

- Ensuring timely delivery of the following renewal processes for the Financial Lines and Accident & Health "small-business" renewal portfolios:
 - Extracting and uploading Renewal information to DUAL's systems
 - Issuing Expiry Notices
 - Issuing "Fast Track" quotations
 - Following Up correspondence with clients
 - Converting quotations into "live" policies (Binding)
- Maintaining consistent "Fast Track" Binding Ratio and Lapse Ratios
- Developing and maintaining Broker (client) expectations and working relationships
- Issuing timely and accurate policy documentation
- Processing Mid-term adjustments according to underwriting approval and reissuing documentation
- Developing working relationships with Broker administration staff
- Clearing Quote Register in a timely manner and reporting to Team Leader on outstanding items

As an ideal candidate you will enjoy working in a close knit and highly collaborative team environment, be able to comfortably use Word and Excel (intermediate skills preferred) and have at least 2 years experience working in administration (preferred but not essential).

If this sounds like you, apply for this role by sending your Cover Letter and resume to our HR Assistant, Hayley Diamond (hr@dualaustralia.com.au).