

Underwriter – Sydney, July 2017

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.

A suitable candidate will have a demonstrated knowledge of client industries and businesses as well as market knowledge of risk, good interpersonal and communication skills, proven sales ability and a passion for excellent customer service and building relationships.

The ideal candidate will have the ability to manage multiple clients with a minimum of two to five years in Professional and Financial Lines Insurance and their Tier 1 qualification (preferred but not essential). The ideal candidate will also be comfortable presenting to external clients.

Duties will include;

- Preparing and communicating quotations, bindings, policy conditions and mid-term adjustments/ endorsements for administration processing
- Negotiating rates/terms with brokers
- Following up offer of quotations/renewal
- Updating reporting systems
- Management of inboxes during absences
- Development and maintenance of broker relationships including visitations to client offices which may include interstate travel and presentations
- Ensuring excellent service standards are maintained
- Answering broker enquiries
- Working effectively with team to accomplish agreed underwriting goals

Visit our website (www.dualaustralia.com.au) to learn more about our products and unique WebRater system, our LinkedIn page (<https://www.linkedin.com/company/dual-australia-pty-ltd>) and Twitter feed (<https://twitter.com/DUALAustralia1>) to see what we're up to and what we're about.

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 a drive to grow business which are all a must in this role as well as negotiation skills and strong attention to detail.

If this sounds like you, apply now by sending your Cover Letter and resume to our HR Assistant, Hayley Diamond (hdiamond@dualasiapacific.com).