

## **JOB DESCRIPTION**

**Job Title:** Underwriter – Reinsurance & Aviation

**Reports to:** Manager - Reinsurance & Aviation

**Department:** Reinsurance & Aviation

**Job Summary:** The role will be responsible for day to day administrative and technical underwriting responsibilities of the General Aviation portfolio and reinsurance activities.

### **Duties and Responsibilities:**

- Quote and bind risks written within the General Aviation underwriting guidelines and appetites.
- Assist in the underwriting and processing of new and renewable Aviation business in line with our underwriting appetite, authority limits and business plan.
- Track premium income bookings, meet expected figures and investigate any differences.
- Monitor aggregate exposures, assist in the modelling of the Aviation business, and manage and monitor portfolio metrics.
- Manage interactions between Underwriting and Reinsurance functions to ensure all outstanding queries are addressed.
- Oversee Broker business pipelines, preparing for and attending relationship meetings where appropriate.
- Attend technical presentations and training programs, both internally and externally, to enhance technical understanding of the Aviation product line.
- Actively engage in cross-selling opportunities where appropriate.
- Work in conjunction with the team ensure efficient working practices are in place and adhered to as per established underwriting guidelines.
- Assist management with building, running and monitoring exposure reports.
- To meet company standards in respect of policy documentation, timeframe for quoting new and renewal business and compliance issues.
- Attend to clients and resolve complaints.

### **Job Holder Specifications**

#### ***Knowledge, skills and Abilities***

- Aviation experience gained within an underwriting or broking environment.
- You will need to demonstrate a practical and common-sense approach to dealing with differing situations and an ability to tackle problems often against tight timeframes.
- Interest in Multinational programs.
- Excellent communication skills, with ability to build internal and external relationships.
- Strong organisational and time management skills, with the ability to follow-up independently and to effectively prioritise tasks.
- Strong customer service and sales skills – experience in dealing with brokers and other business partners considered an asset.



- Competency in Microsoft Office required, advanced capabilities in Excel and or Data/Analytical experience desirable.
- High quality underwriting and customer service skills required to handle complex coverage issues and challenging client relations.
- Strong knowledge of industry issues and trends required.
- Advanced analytical and mathematical proficiency preferred.
- Ability to demonstrate logical approach to processes and problem solving.
- Proven ability to solve problems independently and with success.
- Ability to work independently as well as being a strong team player, in a multi-task environment.
- Willingness to take professional development, insurance and aviation related courses necessary.

### **Credentials and Experience**

- College / University degree or equivalent industry experience.
- ACII Holder
- A minimum of 3 years of aviation underwriting experience, or 5 years' experience dealing with aviation insurance from a non-underwriting background.

### **Application Procedure:**

If you meet the above minimum requirements, send your c.v to [careers@gakenya.com](mailto:careers@gakenya.com) indicate the position applied for on the email subject line to be received on or before 22<sup>nd</sup> May 2023. Only shortlisted candidates will be contacted.