

I N P E R I O

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Inperio Limited requires a Temporary Summer Underwriting Assistant Intern

Inperio Limited is a London based Insurance Managing Agent that requires an administration focused individual to work full time between July and the 1st October as an Underwriting Assistant Intern for its Professional Indemnity Division.

Working towards a 1st October deadline, this is a fast paced back office role is to support underwriters, underwriting Professional Indemnity Insurance for Solicitors in England & Wales. As the back bone of the campaign, you will have excellent time management skills, good attention to detail and the ability to work under pressure.

This is an excellent role for someone wanting to gain experience and understanding of the technical aspects of insurance underwriting

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Job Specification

Job Title:	<ul style="list-style-type: none">• Underwriting Assistant Intern
Role Holder	<ul style="list-style-type: none">• N/A
Reports to	<ul style="list-style-type: none">• Director of Operations
Overall role	<ul style="list-style-type: none">• Providing Back Office and underwriting Support to UK PI Underwriting Team
Key Accountabilities:	<ul style="list-style-type: none">• Log and administer new enquiries from Brokers• Input Information Accurately on to Underwriting Platform• Engage with Brokers to follow up on outstanding information.• Act as First line Underwriters screening applications as appropriate• Support Underwriters in obtaining information required
Competence Indicators	<ul style="list-style-type: none">• Maintains technical and document standards to achieve quality, minimal rework and minimal E & O exposure.• Highlights any deficiencies in underwriting support and recommends remedial or corrective action to be taken• Submissions are in accordance with Contract Certainty Code of Practice.• Reviews documents at key stages to ensure accuracy and completeness for subsequent processing.• Ensures that correspondence, documents, statistics etc are retained on file in accordance with BPM and internal procedures• Hard copy and electronic files demonstrate a complete audit trail.
Direct Reports	<ul style="list-style-type: none">• N/A
Internal Relationships	<ul style="list-style-type: none">• UK PI Underwriters
External Relationships	<ul style="list-style-type: none">• Inperio Broker Clients
Desirable Experience:	<ul style="list-style-type: none">• Insurance Knowledge• Office Experience• Numerate
Generic Knowledge and Skills	<ul style="list-style-type: none">• Attention to detail• Communication skills
Inperio Knowledge and Skills	<ul style="list-style-type: none">• Company operation, structure, systems and controls• Best Practice Manual• Internal Risk Management Process