



Job Title: Trainee Underwriting Assistant
Division: GYC (Global Yacht Cover)
Reports to: Yacht Underwriter

Duties:

- To work in a team environment, based in London and supporting an Underwriting team of two, the team is focused on underwriting yacht business into the London market.
- Preparation of policy documentation, quotes, certificates, endorsements and debit notes.
- Assist in quoting and underwriting of yacht business.
- General back-up duties, including entry on internal and market computer systems.
- Generating accounting entries and liaising with the accounts department.
- Assist with reporting, monitoring income and producing bordereaux's.

Please note that this job description is not an exhaustive list. Other similar duties may be required from time to time.

Requirements for the Role:

You will be required to have a good work ethic and the ability to meet deadlines.

A good A-level standard of education is preferred, with a keen and can do attitude. Attention to detail is a requisite of the role.

This is a good long-term opportunity to eventually move into underwriting.

Support will be provided for training under the Apprenticeship Scheme.

Salary will be according to experience.