

## **Job Description**

### **Role Description**

This is a full-time on-site role for an Underwriting & Placement (EB & Non-EB) position in New Delhi. As part of the role, you will be responsible for day-to-day underwriting activities, evaluating risks, and placing insurance policies. You will work closely with stakeholders to ensure accurate assessments and adherence to policies and procedures.

### **Job Description**

- Suggesting the client proper covers/policies to cover the Risk Gaps, preparation of Quote/Broking slip.
- Access risk factor to determine coverage, eligibility, premium pricing & Policy terms
- Use underwriting guideline, rating manuals & industry standard to make informed decisions.
- Negotiate with various Insurer on discounts as well as competitive terms as per insured trade
- Making Placement Slips and float in Market for arranging competitive quotes from various insurer for all line of business i.e., Property, Marine, Engineering., Employee Benefit Etc.
- Handle PRE (working on RAW DATA) & POST - Placement Servicing for allotted client
- Quality check after policy placement (After placement of policy with insurer for cross check all the terms and conditions as per the approved RFQ)
- Analysis of Risk Gaps if any under current insurance program & preparation of Portfolio Review report.
- Prepare reports of all Placements & RFQ

### **Requirements and skills**

- Strong analytical and critical thinking skills
- Communication and interpersonal abilities
- Attention to detail and a high level of accuracy
- Knowledge of insurance principles, underwriting guidelines, and risk assessment
- Experience with an insurance broking company is added advantage
- Bachelor's degree in Finance, Business, or related field
- 3 + years of work experience with insurance underwriting