

UNDERWRITING OFFICER - COMMERCIAL

BUSINESS (PROPERTY & LIABILITY)



Location
Vientiane, Laos



Job level
Bachelor or Master
degree

1 position
Permanent

Key responsibilities/What you do:

- Conduct day-to-day pricing and complete all underwriting cycle for Commercial line of business majorly on Fire/Property and Liability Insurances including reinsurance placement activities.
- Support underwriting of multinational business and fronting policy for international brokers, reinsurers and clients including reinsurance placement activities.
- Support in conducting pricing and underwriting other lines of business when required
- Execute the underwriting process, data entry and perform underwriting decisions in daily operation by ensuring the accuracy, completeness of relevant information and support documentation with the complexity of the case
- Partner with risk survey engineer during all phases of underwriting process, e.g. new requests, renewals and annual reviews of existing portfolio, and support follow up risk improvement recommendations with clients

Key responsibilities/What you do:

- Coordinate with sales/agents and brokers, request for proposal response and other business functions to submit timely and complete request for proposal responses
- Negotiate terms with policyholders or their brokers/agents and draw up contracts
- Review and issue renewal notice and/or renewal quotation and follow up renewal due. Ensure all contracts are renewed within timeline
- Regularly check premium receivable and clear balance with Finance, and ensure no long outstanding premium in the book
- Check and proceed with payment for reinsurance premium to reinsurers
- Develop knowledge of all products and services to enhance underwriting skills
- Perform other tasks as assigned and directed by line manager and Head of Department

Key requirements/What you bring:

- Bachelor's degree in business administration and/or law and/or electrical/mechanical engineering related field
- 1 year of working experience preferably in insurance industry and P&C underwriting
- Good English communication in both speaking and writing
- Excellent computer skills including MS Office proficiency – Word, Excel and PowerPoint, e-mail
- Customer oriented and strong business mindset
- Teamwork
- Problem solving skill

Apply now

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