



Job Title: Underwriting Officer

Business Unit: Underwriting Corporate (Underwriting Specialty)

Job Summary

The Underwriting Officer provides administrative and technical support to Manager and Underwriters, assist with portfolio analysis to guide strategic decisions. The incumbent handles complex files needing Reinsurance Support or Technical input and coordinate projects involving new partnerships and product initiatives.

Main Responsibilities

- Analyse the portfolios' profitability, product and other relevant specified categories.
- Assist in the portfolio monitoring to ensure adherence to the Underwriting Risk Appetite is maintained.
- Keep up to date with competitor information and market trends.
- Prepare monthly reports that is loss ratio's, renewal rate, cancellation.
- Reconciliation of underwriting issues.
- Coordinate with all internal stakeholders and ensure timely delivery of information on each request until the task is completed.
- Risk champion for the department and act as intermediate between finance, risk and compliance department.
- Provide an analytical input in projects from a portfolio management perspective.
- Maintain, update and follow up stakeholders accounts and portfolio for Projects.
- Attend to partners enquiries for projects.
- Provide assistance in the handling of claim files.
- Support Client Management Department in respect of their technical requests.
- Assist in the Underwriting of complex Specialty Files within the given Underwriting Authority, review applicable wording and prepare quotes.

Job Requirements

- Degree in Mathematics or other related field.
- Certificate in Insurance (CII) would be a definite advantage.
- A minimum of 5 years working experience in similar position.
- Strong attention to detail with ability to work in a team.
- Ability to work under pressure and tight deadlines.
- Positive attitude and result oriented.
- Fully conversant with MS Office

Interested candidates are requested to send their CV on recruitment@mua.mu

The company reserves the right to call only the qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.