

Job Description

Job Title	UW Officer
Department	Technical
Grade	13

1. Job Purpose

Review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.

2. Primary Duties

- Prepare quotations, policies, endorsements, insurance certificate and handle business correspondences.
- Issuance of motor insurance policies.
- Renewing, extending, transferring, and canceling of motor insurance policies.
- Ensure adherence to risk control strategy and standards in conjunction with Technical Underwriting practices.
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- Develop and maintain good working relationship with Broker Network.
- Review insurance policy to determine coverage.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Reasonable level of judgment and decision making skills.