

GroupLife Underwriting Executive

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Company: AIICO Insurance

Location: Lagos

Category: other-general

The Group Life underwriting role is a crucial role in assessing and evaluating risks associated with group life insurance policies. In this dynamic position, you will collaborate with various teams, including sales, customer service, and actuaries, to underwrite and manage group life insurance applications. Your analytical skills and attention to detail will contribute to our commitment to providing reliable and comprehensive insurance solutions to our clients.

Functions & Responsibilities

Preparation and sending out of Group Life quotations and Tender/ Bid to prospective Brokers and clients.

Ensure compliance with the KYC/CFT requirements of the company in respect of both new and renewal businesses.

Responsible for all medical underwriting issues

Drafting of policy wordings, clauses, terms and conditions for conventional and special schemes

Turn Quest Operations

Registration of New Business on Turnquest

Maintaining Life/Group Life Database Portfolio

Settling of Broker's or Agent Commission

Client's Services

Maintaining of Client's Record

Preparation of Renewal Notice

Preparation of group life insurance certificate

Daily Input Of Transactions On Database (Turnquest)

Servicing of branches (Group Life Business)

Brokers Management

Preparation of weekly production report

Responsible for preparation of report and returns to the regulatory authority (NAICOM)

Core Competencies

Must have eyes for details, and must be able to work with little or no supervision

Must possess relationship management, analytical & problem-solving skills. Prompt processing of client requested as per agreed timelines

Good knowledge of the job

Negotiation and interpersonal skills

Proficient in the use of Microsoft Office Tools – Ms excel & Ms Powerpoint

Excellent verbal and written communication skills

EDUCATION AND EXPERIENCE

B.Sc./HND in any Science or Social Science course or any related field.

Appreciable progress in CIIN Professional Exam is an added advantage.

Minimum of 3 years of work experience as an underwriter.

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