

Vacancy

Senior Assistant Underwriter



Salary for the post will commence at £11,964 per annum (£997 per month)

Solomon & Company (St Helena) Plc has a vacancy within the Underwriting Department for a Senior Assistant Underwriter.

As the Senior Assistant Underwriter within the St Helena Insurance Cell Captive you will assist in the day-to-day operations of the department, provide an efficient service to both external customers and St Helena Insurance Agency; and to deputise in the absence of the Underwriter.

Interested Persons Should:

- Have Grade C or above in GCSE Maths, English & IT or equivalent
- Possess a minimum of 3 years' administrative experience
- Possess previous experience working in an insurance or underwriting related role
- Possess a qualification relating to Insurance Underwriting
- Be willing to undertake any professional training relating to the role
- Possess the ability to understudy the Underwriter role with the aim of developing to the level of this position
- Have a customer focused approach with excellent customer facing skills
- Be analytical with a high degree of accuracy and attention to detail
- Be highly organised with excellent interpersonal and communication skills and able to use own initiative
- Be able to conduct risk surveys and be competent in report writing
- Be available to work outside of normal working hours as and when required
- Be in possession of a clean and valid drivers' licence in Class A and desirably Class C

For further information, including the Company's attractive benefits package contact:

Mervyn Henry, Underwriter via ☎ 22860 ✉ mervynh@solomons.co.sh

Application forms may be collected from Solomons Main Office Reception, Jamestown or alternatively an electronic copy can be requested via hadmin@solomons.co.sh and completed forms should be returned to Anya Thomas, Human Resources Organisation & Development Officer, Solomons Main Office, Jamestown by **29 August 2024**.

Solomon & Company (St Helena) Plc offers an attractive benefits package to Employees which includes but are not limited to:

- ♣ Pension Contributions
- ♣ Attractive Leave Packages including annual leave, sickness absence leave, maternity/parental leave
- ♣ Staff Discounts