

## Underwriter – General Business at The Kenyan Alliance Insurance

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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The Kenyan Alliance Insurance is a leading Insurance and Financial Services Company offering a wide range of financial products and services in insurance. The product range includes life and general insurance, pensions, investment planning, wealth management, retirement planning and medical insurance.

As part of our growth strategy, the Company seeks to recruit a dynamic, passionate, innovative and result orientated professional to the below position;

### Main Purpose of the Job- (Job Summary)

The role holder is responsible for ensuring efficient and smooth running of the unit on a day to day basis in order to achieve the daily goals of effective underwriting work.

### Main Responsibilities

**Daily handling of mail** –Distribution of the mail to the individual members of the unit through an allocation sheet on the computer (Work schedule) and ensuring an updated record of the same is maintained upon final action of the mail.

**Quoting on incoming business** – Ensuring quotations coming on a daily basis are allocated to the members of the department and are sent out within a time frame of maximum two days. Forwarding the same to the manager for approval.

**Preparation of policy documents and debit notes/endorsements** – Ensuring policy documents of business brought in the previous month are prepared within the first week

of the following month and sent out as well as endorsements within two days of their action.

**Signing of certificates and cover notes** – Ensuring the underwriter confirms payment of the premium and compliance of the required terms of cover by the client and produces a certificate or cover note.

**Reconciliation of yellow cards to the COMESA Regional office** – Once yellow cards are issued alongside the proper premium paid and debits raised, keep a monthly record of the cards issued and file returns after every three months to the COMESA office Kenya – Re.

**Maintenance of the underwriting staff leave schedule** – At the start of the year, update the total number of days for each staff member in the department from the previous year and the current year to determine the actual entitlement. In the course of the year, maintain the movement of staff going on leave and deducting the period taken from their annual entitlement.

**Training** – Undertaking to train new members of staff on underwriting procedures eg. handling of client queries on various insurance covers offered, placement of the covers and understanding the provisions and limitations of the covers. Train them on how to create a policy in the system, producing a debit note/endorsement and a policy document. Demonstrate to the members proper customer care service to our clients eg delivering on client queries within the promised time. Educate the members on quotation procedures on business fronted to the company for consideration.

**Renewal process** – Once instructions have been received from clients or intermediaries for renewal of a policy, the mail is received from the manager and registered by the respective supervisor on the allocation sheet. The mail is then passed on to the unit staff who in turn pull the respective underwriting files, draft the premium on a calculation sheet and allocate a debit number for the transaction from the endorsement register. The underwriter then proceeds to raise the transaction through the policy system and produce an endorsement that is passed along with the file to the supervisor for signature.

**Servicing and maintenance of clients and Bancassurance-** Ensuring that the agents/clients comply fully with the underwriting terms before cover is issued eg proper completion of the proposal form, payment of the due premium for the cover requested. Upon satisfaction of this requirements and issuance of cover, ensure that debit notes are raised within the

same day by the unit members.

Any other duty as may be given from time to time.

### **Knowledge & Experience**

The candidate must demonstrate and possess the following skills and qualifications:

Bachelors degree in a relevant field

Good progress in Professional qualification in Insurance (ACII / IIK)

Five years underwriting insurance experience

Good analytical skills

Decision making skills

Attention to detail

Good Interpersonal skills

Good presentation skills

Technical skills

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