



Job Description Form

Function:	Actuarial Assistant	Staff Category:	Staff
Div / Dept:	Technical	Job Grade:	
Name:		Reports to:	Actuarial Manager

Basic Job Description:

Actuarial assistants compile and record data and make computations.

Specific Responsibilities:

1. Manage the development of new product rates, direct the determination of the impact on premiums and/or profits of various product proposals, and direct both long and short term experience studies to be completed in a timely manner and providing useful results.
2. Develop improvements to actuarial models, methods, procedures, and systems and keep abreast of legislative and other changes to determine their effect on assumptions and formulae
3. Assists Data Base Administrator in the extraction of data from the system as well as for actuarial analysis
4. Assists in warehouse administration such as database design
5. Assists in preparation of parameterized reports as well as specialized reports as and when required.
6. Any other function as and when assigned by the management.

Additional (if Applicable):

Checked by (Department Manager):	Authorized by HR Manager:
Approved by (Division VP):	Date:

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.