



Job Description Form

Function:	Underwriting Assistant	Staff Category:	Staff (Assistant)
Div / Dept:	Technical / Underwriting	Job Grade:	
Name:		Reports to:	Officer

Basic Job Description

Create and maintain relations with customers as required. Whenever applicable, close contact with counterparts in other departments mainly in respect of providing necessary documents, etc.

Specific Responsibilities

1. To enter the policy/renewal/endorsement details in the system and follow-up the lapsed policies.
2. To generate/complete necessary documents and/or forms relating to respective underwriting transactions for the review of the Underwriter as prescribed in the procedures manual and authority schedule.
3. To distribute the respective copies of documents such as policies, renewals, debit/credit notes, etc. to the insured, brokers and/or other insurance companies and to keep the file copies in the correct files.
4. To maintain and update various manual registers and logs from time to time.
5. To keep all requests for quotations and responses in their respective files.
6. To bring to the attention of the Underwriter/Senior Underwriter any pending requests for quotations for necessary action.
7. Any other job that may be assigned from time to time.

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.