

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-454-2022
Company Name	Bankers Assurance
Industry	Insurance
Vacancy	Underwriter Floor Officer
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business or Equivalent
Degree	Bachelor
Years of Experience	0
Location	Nabatieh
Remuneration & Benefits	Basic Salary: TBD Transportation: As per the labor law Bonus: 13 month guaranteed Performance Bonus Insurance: In & Out of Hospital (Co NSSF) for employee and direct dependents
Currency (LBP, Dollar, Lollar)	% in Dollar & % in Lollar
Tasks & Responsibilities	<p>The position entails assisting in all the accounting, finance and reporting functions, including but not limited to:</p> <p>Application Processing</p> <ul style="list-style-type: none"> • Study the accuracy of application's information (underwriting, premium, etc.). • Perform the necessary control prior to policy issuance such as but not limited to: <ul style="list-style-type: none"> ✓ Risk assessment within his/her line of Authority ✓ Securing the Underwriting Guidelines ✓ Appropriate application of Procedures and Rates • Escalate problem to concerned party in case of non-compliance with the company's Policies. <p>Controlling</p>

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- Perform the necessary controls for the bordereaux (commission, charges, cost of policies,etc.) related to General, Medical, Motor, Web users, Road Assistance
- Monitor the process and stock management of Vignettes.

Policies processing

- Issue new insurances and endorsements, and renew policies.
- Control and sign policies and endorsements based on his / her authority (cross control).
- Assist web users when needed.