



**Network Representative, Latam**  
**Global Network Department**  
**Globex Underwriting Services**  
**Full-Time Position in Latin America**

**Description:**

We are seeking an energetic, well-organized and highly motivated multi-tasker who will work closely and support our Global Network Department at Globex Underwriting Services, a division of Globex International Group. The Latam Network Representative will be a core member of our Global Network Department as this department develops and maintains cooperation with commercial insurance companies, brokers and intermediaries in over 185 countries and territories. The Global Network Department is a resource-oriented department and supports our underwriting and accounting departments which place and service multinational commercial insurance programs worldwide. The Latam Network Representative will learn to correspond with our international Network Partners and adapt to our service priorities in a highly specialized business environment. In addition, he/she will provide support to any additional initiatives and projects assigned by the head of Global Network Department.

The Latam Network Representative will be primarily responsible for interacting daily with assigned Network Partners in Latin America via emails, phone calls, video calls, in-person meetings and other communication platforms, in order to successfully perform and complete the assigned network tasks. The successful candidate will be stationed in Latin America and work remotely from the home office in his/her country while maintaining a very close communication and work relationship with the US based home office and the entire Globex Underwriting Services team. He/She should be willing to travel throughout Latin America as well as other countries and territories globally whenever required. He/She should be professional, responsive, engaged and have avid interest to learn. He/She should also have the ability to keep everything organized as well as work productively and independently. Ultimately, the Latam Network Representative should be the “go-to person” and problem solver for Latin America.

**Responsibilities:**

- Learn who Globex is and how we operate;
- Learn and adhere to Globex procedures and practice;
- Become familiar with the IT system and online platform;
- Learn and understand our multinational program handling processes and procedures;
- Learn the function and basic process of our GPS premium accounting services;
- Learn and adhere to our global network procedures and practice;
- Work closely with the Head of Global Network Department and support our Global Network Department;
- Correspond with existing and prospective Network Partners in Latin America, as well as globally via various communication channels;
- Collect, research, analyze information and intelligence from our Network Partners;
- Learn, follow and execute our network due-diligence process for existing and prospect Network Partners;
- Develop and maintain relationships with our Network Partners by regularly communicating with various Network Partner contacts;
- Schedule, organize and attend face-to-face meetings with Network Partners throughout Latin America;
- Share any contact, meeting notes and other information for our database;
- Provide support on any assigned research, initiatives, activities and projects, which may include following up on network canvases, researching data on the Internet and other various resources;
- Assist to solve problems and issues submitted via the Network Help Desk system or other channels;
- Perform and complete other assigned network related tasks;
- Utilize language skills for communication, especially Spanish and English;
- Research and generate sales and business opportunity leads out of Latin America;
- Assist team members in overall development of Globex business and operations.



**Requirements:** Required skills and job qualifications include:

- College Bachelor's Degree or higher in related field;
- Willingness to travel throughout Latin America and possibility other regions globally;
- Spanish and English language skills are required;
- Additional languages, such as Portuguese a plus;
- An open mindedness; experience working in multi-cultural environments or internationally a plus;
- Prior commercial insurance underwriting and brokerage experience;
- Prior commercial insurance knowledge and experience on multinational programs a plus;
- Connections with commercial insurance market a plus;
- General knowledge of the Latin America insurance market and economic state a plus;
- Willingness to work non-traditional hours when necessary due to partners in different time zones;
- High proficiency with Microsoft Office Suite, Google system and other common IT solutions;
- Excellent and effective written and verbal communication skills with business professionals from different countries and territories;
- Ability to stay highly organized and work in a detail-oriented manner;
- Ability to work on a variety of projects and meet time sensitive deadlines.
- Self-motivated, positive attitude, and oriented to a resourceful position for colleagues and partners.

A competitive salary plus performance incentive make up the base compensation package.

This opportunity is an excellent environment for a self-starter to hone skills beyond basics and to contribute to efficiency and profitability of a small but highly systematic organization that is constantly growing and improving.

**About us:**

Globex International Group is a leader in the provision of multinational risk management services. We work with a select number of insurance companies providing them with the capability to offer their products worldwide. The organization is structured to allow maximum personal, professional and income development. Our ability to identify and exploit trends and opportunities in the global marketplace enables us to maintain our leadership position and set the pace for continual growth and expansion globally.

To apply for this position, please email your resume to [gehani@globexintl.com](mailto:gehani@globexintl.com). Thank you.