



Account Assistant – Global Insurance

Global Program Administration Department

Globex Underwriting Services

Description:

We are seeking an energetic, intelligent, passionate, well-organized and highly motivated individual to join our Globex Underwriting Services (GUS) division of Globex International Group. The chosen candidate will be trained to handle multinational Property, Marine, Casualty, Professional, and Accident and Health insurance programs and develop technical multi-line expertise. Day to day activities include supporting senior staff on account evaluation, account development and follow-through, development of proposals to our international network of insurers in over 170 countries, utilization of various systems, and overall portfolio support and development.

We are in a long-term growth mode with excellent advancement opportunities for this position. The ideal candidate will grow from Account Assistant to International Account Manager for our GUS division. Our professionals are recognized as international experts in the industry, and the chosen candidate will earn this reputation over time. The timeframes for accomplishing this will be up to the individual.

Responsibilities:

Phase 1 (first 3 months)

- Learn who Globex is and how we operate
- Become familiar with and properly follow all company guidelines, employee handbook, processes and procedures
- Become familiar with the IT system and our online platform
- Learn and understand our multinational program account handling procedures and maintain superior services standards
- Documentation preparation and account follow-ups
- Maintain and update information database
- Learn our GPS premium accounting services
- Learn our global network practice
- Assist with various accounts, business projects and activities

Phase 2 (3 – 12 months)

- Assist senior staff on new and renewal account evaluation, account development and follow-through, development of submissions to the international network
- Correspond with clients and our network partners in over 170 countries via various communication channels
- Learn and adapt to our service priorities in a highly specialized environment
- Handle straight forward renewal accounts independently with support from team
- Work closely with all team members of Global Underwriting Department and support the overall portfolio as required
- Practice and utilize the language skills
- Involve with ongoing network development when needed
- Provide support on any assigned research, initiatives and projects
- Assist team members in overall development of Globex business and operations.

Requirements:

Required skills and job qualifications include:

- College education with a major in Risk Management and Insurance related field;
- High proficiency with office computer programs, such as Microsoft Word, Excel, PowerPoint, and Google Systems;
- Ability to prioritize multiple assignments with a sense of urgency;
- Excellent and effective written and verbal communication skills;
- Ability to work in a highly organized and very detail-oriented manner and to multitask;
- The ability to work on a variety of projects and meet time sensitive deadlines;
- Self-motivated, positive attitude, and oriented to a service position for colleagues and partners;
- An open mindedness; experience with working in multi-cultural environments is a plus.
- Foreign language skills and/or international experience are a plus;
- Commercial insurance underwriting and brokerage experience a plus;

A competitive salary plus performance incentive and benefits 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 changing.

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 Artese@globexintl.com