



Join our Team as New Business & Underwriting Senior

Valuable team member the New Business & Underwriting Senior will play an essential role in developing the dynamic area of one of our core business, where we impact the Agency's day to day activity.

Key Responsibilities:

He/she will manage the New Business production, evaluate the client files, and communicate with the existing clients regarding their policies (for individual contracts). His/her job duties and responsibilities will include:

- Administration of Cycle & Billing documents and printing processes;
- Archiving according to company rules including receiving and handling the company's archive;
- Ensure that underwriting discipline is maintained, and underwriting decisions are consistent, equitable and prudent as per the Company's standards and practices;
- Refer risks above local Underwriting authority to the EMEA Head of Underwriting and/or Reinsurers with preliminary underwriting assessment and recommendations;
- Train and develop staff as are required to carry out the functions within the area of responsibility;
- Develop customer service procedures, policies and standards for the department;
- Collaborate with external or internal partners (doctors, hospitals, medical centres and clinics) in order to control risk and provide high quality customer service;
- Collaborate with other departments to safeguard proper in force policies handling (Financial department / Product / Actuaries / Legal / Compliance);
- Provide statistical analysis that will provide valuable data concerning the underwritten policies;
- Support distribution networks and provide automations and simplifications on the underwriting process in order to provide high quality customer service;
- Ensure and monitor compliance of taken risks and reinsurance limits and terms laid down by the Reinsurance Policy;
- Participate in major interdepartmental projects concerning the digitization strategy.
- Ensure (by training and periodically auditing cases) that KYC requirements and procedures are followed, as well as the AML policy of the company;
- Participate in New product development and policy wording;

Skills and Requirements:

- Proficiency with Microsoft Office, including Excel and Word. An eye for detail and logical thinking are important for a wide variety of tasks;
- Proficiency in English;
- Excellent time management and communication skills with strong attention to detail and follow-up;
- Adaptable to change, with a collaborative, positive and self-starter mindset;
- Ability to make good and fast decisions in a fast-paced environment and strongly customer-oriented;
- Ability to make the right connections between processes;
- Highly resourceful and always maintaining ethical professionalism, confidentiality and integrity;

What we offer:

- Friendly environment with multiple career development opportunities;
- Inclusive and multicultural team where you can create impact with your innovative ideas and creative personality;
- Various learning & development programs, adapted to your needs and goals;
- Work-life balance programs and a special care for your physical and mental health;
- Benefits (flexible hours, meal tickets, private medical subscription, insurance policy, Bookster, additional holiday based on your seniority);
- Attractive salary and yearly additional compensation, according to your performance and support for the team;
- Hybrid way of working and good location – close to the subway.

Send us your CV at RO-hr@metropolitanlife.ro. By sending your CV to this address you agree that Metropolitan Life will process your personal data for the recruitment process for this role.

At Metropolitan Life, part of MetLife, Inc, one of the largest life insurance companies in the world, we're leading the global transformation of an industry we've long defined. United in purpose, diverse in perspective, we're dedicated to making a difference in the lives of our customers.

Metropolitan Life is an equal opportunity, affirmative action employer committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce. It is Metropolitan's Life policy to ensure equal employment opportunity without discrimination or harassment based on race, colour, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, disability, national origin, marital or domestic/civil partnership status, genetic information, citizenship status, uniformed service member or veteran status, or any other characteristic protected by law.

