



## Asian Reinsurance Corporation

Asian Reinsurance Corporation is an inter-governmental organization established in 1979 under the UN/ESCAP to promote regional cooperation in the field of reinsurance writing a diversified book of facultative and treaty reinsurance from Asia, Africa and Middle-East.

The Corporation is looking to strengthen its Technical team in the field of underwriting, claims and business development to support existing team of Underwriters.

**Overall Objective:** To support Underwriting and Claims Management function with a focus on reporting, processing, controls and operations applicable to the business underwritten by the Corporation on a day to day basis.

**Current Vacancies: Reinsurance Technical Department (1 Position)**

**Position: Administrative Officer**

**Full-Time position**

**Requirements : Experience & Aptitude :**

- At least 3 years experience in treaty/ facultative re/insurance. – Underwriting / Claims management
- Preferably having knowledge and exposure of international reinsurance market
- Ability to work in a multinational and multicultural milieu and to adapt quickly to new situations
- Age not more than 35years
- Bachelor's Degree/MBA/Engineering and preferably recognized professional insurance qualification

**Skills:**

- Ability to manage own workload and to work both supportively and jointly with colleagues
- Use of communication skills in English both written and verbal and presentation to meet business needs
- High degree of attention to detail and accuracy
- IT Skills : Generic – MS Word, MS Excel, MS Power Point , MS Outlook General Software

**Job description:** To support existing team of Underwriters to carry out underwriting and claims management function involving following:

- Analyse received treaty/facultative offers/renewals with necessary information to assist underwriting decision making
- Carry out necessary correspondence independently in respect of proposals and subsequent servicing for accepted business
- Data entry in the Corporation RMS system in respect of business written and claims reported.
- Produce and analyse underwriting statistics/information/reports in different orders/formats as required by the supervisor and/or Management.
- Register PLA/CLA, process cash call, Enter and maintain claims data in RMS, major loss reporting.
- Analyse exposures and market trends

*For otherwise suitable candidates, the age and qualification criteria may be relaxed.*

**Remuneration:** Salary & Benefits commensurate with qualifications and experience. Review on annual basis. Ample opportunities provided for career development and progress.

<u>SALARY SCALE</u>	<u>Initial/Annual</u>	<u>Increment/Annual</u>	<u>Limit/Annual</u>
Scale	US\$ 23,200	US\$ 1,704	US\$ 48,760

**Salary and Allowances of expatriates are free of Income Tax**

**Allowance and Benefits:**

<u>Medicare</u> :	Staff Members are insured under a limited health insurance scheme
<u>Provident Fund</u> :	Staff Members contribute 5 pct. of basic salary. Corporation contributes 6 pct. of basic salary during the first 5 years and thereafter up to 10% depending on years of service
<u>Housing</u> :	Allowance of 5 pct. of basic salary
<u>Perquisites</u> :	Discretionary bonus, leave encashment as per Corporation rules.

**Additional Allowances and Benefits for internationally recruited officer**

<u>Housing</u> :	Expatriates who incur rental expenses in excess of 5 pct. of salary shall be reimbursed up to a maximum of further 15 pct. of their basic salary on presentation of documentary evidence .
<u>Home Leave</u> :	Home leave travel costs are provided for staff members, spouse and dependant children once every two years.
<u>Installation Grant</u> :	a) Except for those who normally reside in the host country, staff members appointed for one year or more shall receive an installation grant on the following basis :  i. US\$ 59.00 daily for staff member for thirty days. ii. US\$ 29.50 for each dependent who is accompanying or joining staff member for thirty days. iii. Lump sum payment of US\$ 300 for each up to a maximum of four persons including staff member  b) On appointment , change of duty station or separation, staff members shall be entitled to reimbursement of expenses in transporting personal effects and household goods in accordance with the rules of the Corporation.

**Term of Office:** 4 year - contract on the basis that the service will be extended after first year only if work and conduct found satisfactory. Renewal after 4 years subject to review of performance and requirements.

Appointment is subject to satisfactory evidence of good health.

**Application with duly filled application form and detailed CV should be sent for the attention of Thararat Peamsanga on or before 24<sup>th</sup> December 2020**

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