



## 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 and claims 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:** **Technical Department (1 Position: Underwriting & Claims)**

**Position:** **Assistant**  
**Full-Time position**

**Requirements :** Candidate must possess a Bachelor's Degree in any field. **Fresh graduates are welcome to apply.**

Minimum Age 21 years

Preference to those having 1-2 years experience worked in general insurance/reinsurance

**Remuneration:** Salary & Benefits commensurate with qualifications and experience. Review on annual basis.

**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 skills 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:** 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 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.

**Note:**

- 1) On the job training will be provided to selected candidates
- 2) Bright prospects for future career growth and development depending on performance and achievement

Applications with detailed CV should be sent for the attention of Thararat Peamsanga

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