



PACIS INSURANCE COMPANY LTD

Pacis Insurance Company wishes to recruit an experienced, dynamic, innovative and hard working individual to fill the following position.

BRANCH UNDERWRITER –MERU BRANCH

Nature and Scope

1. To underwrite new and existing business and ensure timely renewals in accordance to the company's standards of service.
2. Attend queries within the standards of service.
3. Prepare documentation as per the standards of service.
4. Issue motor, confirmations of cover and marine certificates of insurance on request within authority limits
5. Document claims for transmission to head office for processing
6. Debiting of premium new business, endorsements and renewals for all agents and direct clients within the month of risk.
7. Prepare and dispatch renewal notices as per standards of service and negotiate on renewal terms where applicable.
8. Follow up on renewals
9. Prepare timely and accurate quotations as per the underwriting manual
10. Collection of full premium for all business accepted.

Qualifications, Knowledge, Experience

- Relevant professional training such as IIK Diploma or ACII including degree
- 3 years relevant underwriting experience
- Excellent leadership and communication skills
- Good Computer skills

If you possess the necessary qualifications and experience, email your application, detailed CV indicating current position and telephone contacts and preferred pay to:- **The Underwriting Manager, PACIS Insurance Company Ltd.** Email: hr@paciskenya.com not later than **August 31, 2010.**

Only candidates meeting the minimum requirements will be contacted.