



Position	Assistant Underwriter
Location	Hong Kong
Reporting to	Tommy Elliot, Regional Director, Asia Pacific

Opportunity

Become a key member of a growing underwriting team for Circle Asia, the Asia Pacific underwriting hub for Circles Group, in the development and management of our core product lines.

This is a unique opportunity for an aspiring candidate with an entrepreneurial mindset to join an innovative, technology empowered underwriting business as it moves into its next phase of development in the Asia region. We are a dynamic and trusted team, supporting each other and we aim to have you grow your career and learn new skills.

An attractive salary, bonus, benefits, and an exciting career path is yours to build for the right candidate to lead our business to the next level. No prior insurance industry experience is required.

Circles Group are hiring an Assistant Underwriter who has the opportunity to learn some of the most unique and exciting specialty areas of insurance:

- Entertainment insurance catering to the film production and event management industries
- High Net Worth and Fine Art insurance for private and commercial customers

Principal Duties/Responsibilities

- Learn the Circle product offerings, the dynamics of the customers which we serve, and the fundamentals of insurance underwriting
- Products: Circle Film, Event, Assets, and Fine Art
- Work with the underwriting team and product line managers in assisting with renewals and new business
- Assist in day to day underwriting activities (risk submission review, quotation, binding, policy maintenance, operational reporting, etc.)

Support the management of the product portfolios

- Collaborate with Circles Group colleagues in Asia & Europe and underwriting company partners as needed to underwrite "offline" submissions, special acceptances, maintain a competitive product offering, and ensure that the online tools are working effectively and meeting the needs of our Asian customers
- Manage and grow a profitable portfolio for both product lines
- Appoint and train existing/new Circle Asia producers on the product's online quotation & admin tools
- Support the UW product line managers to execute on the business plan

Principal Duties/Responsibilities

Budgetary and risk management responsibilities:

- Support the UW product line managers for the management and execution of their businesses
- Ensure that business plan targets are met and that underwriting results are in line with profit expectations
- Actively support the claims team and outsource providers to ensure efficient and fair handling of claims
- Ensure that underwriting activities are compliant with local and international regulations with guidance from the management team

Operational & Administrative Duties

- Support IT team to ensure that the systems are meeting the needs of the business and timely reporting of any system errors or bugs
- Identify areas for innovation and improvement across our quote and underwriting systems
- Work with accounting department to ensure efficient credit control
- Support management team with regulatory, Lloyd's, management, or financial reporting requirements as needed
- Act as a backup for the underwriting team as needed

Future Responsibilities/Opportunities:

- Grow into the role of a full Underwriter
- Developing competencies in other Circles product lines (Financial Lines)
- Learn new product lines as the business continues to expand

Communications and Relationships

Internal:

- Circle Asia
 - Tommy Elliot – Regional Director
 - Khadinn Khan – Underwriting Manager, Assets & Fine Art
 - Melody Lai – Senior Underwriter, Film & Event and Assets & Fine Art
 - Jerry Ng – Underwriter, Film & Event and Financial Lines
 - Kendy Kei – Business Support Manager
- Circles Group Europe - IT and Executive Management

External:

- Business Development
 - Actively manage the relationships with our distribution partners (this could include brokers/agents, alternative distribution channels, cedants, industry associations, etc.) with a FOCUS on the development of our Circles Group network brokers
 - Actively target new business opportunities by providing responsive speed of service to our partners and constantly following up outstanding quotes
- Stakeholder Management

Communications and Relationships

- Underwriting companies – Support management team in developing strong support from our insurance company/Lloyd's syndicate partners
- Claim outsource providers – Support management team in maintaining close relationships with outsource claim & risk assessment providers

Required Experience/Knowledge, Qualifications, Skills

Experience & Knowledge

- Minimum 2-3 years working experience preferably within either the insurance industry, PR/marketing, event management, art gallery, auction house, or art organizations

Qualifications:

- Minimum University Degree (or equivalent)
- Fluent in English, Mandarin, & Cantonese (spoken & written)

Skills:

- An open mind to learn new and exciting product lines
- An innovative mindset on the lookout for ways to improve processes and find solutions
- Ability to work and thrive within a multicultural workplace and client environment
- Exceptional communication skills
 - Ability to handle difficult conversations
 - Negotiation and keen interest on finding common ground to provide solutions
- Comfort in working with technology and internet based application programs
- Financial Acumen
- Organizational skills and a high attention to detail
- Understanding of legal and regulatory requirements
- Ability to work as part of a team and independently
- Basic understanding and personal interests in the entertainment and arts industries
- MS Office competency with a sound experience in the use of Excel

Salary & Benefits

Salary

- Salary – Negotiable depending on level and experience
- Bonus – Discretionary, but with clear KPIs and budget goals

Benefits

- MPF
- Health Insurance including Dental
- Annual Leave – 15 days in addition to public/statutory holidays
- Notice Period – 1 months
- Probationary Period – 1 months
- Costs associated with IA Exam Papers level I&II & relevant costs for CPD (if required)

About Circles Group & Circle Asia

Circle Asia Ltd, the Asia Pacific underwriting hub for global specialty risks insurtech Circles Group, established its regional office in Hong Kong and began trading in late 2013.

Circle Asia is an underwriting agent of Lloyd's which gives it the ability to access the Lloyd's global license network and provide its customers with S&P A+ financial security for all its insurance policies. It is a global leader for specialty insurance solutions including:

- Circle Film – All risks Film & TV production insurance including Support/Negative, Cast, Equipment, Liability, & Personal Accident
- Circle Event – All risks Events insurance including Event Cancellation, Liability, Equipment, Parametric Weather, & Personal Accident
- Circle Promotion – Prize Indemnity, Over-Redemption, Hole in 1
- Circle Assets – Comprehensive Worldwide cover for Home & Contents, Collections, & Personal Liability
- Circle Fine Art – Market leading capacity and expertise for commercial fine art risks of all types
- Circle Political – Standalone coverage for Terrorism, Political Violence, and Riots, Strikes, & Civil Commotion delivered online
- Circle Financial Lines – Professional Liability, Directors & Officers Liability, Crime, Employment Practice Liability, Cyber, General Liability with a focus on Private SMEs and Investment Managers

Its regional network of insurance brokers has exclusive access to its online quotation system in order to provide fast and competitive solutions for its clients.