

Job Description

Job Title:	Broker
Reports to:	Head of Property, Construction, Energy & Casualty Team
Location:	Property, Energy, Construction & Casualty Team
Purpose of the role:	To broke risks with the market on behalf of the Client.
Key accountabilities:	<ol style="list-style-type: none"> 1. Liaise with clients and external parties <ol style="list-style-type: none"> 1.1. Negotiate and liaise with Clients / Underwriters in placing risks. 1.2. Explain quotation or underwriting, scope of cover and the terms and conditions of the policy to client. 1.3. Understanding client's business and needs. 1.4. Present risks to market to obtain most advantageous terms. 1.5. Service and maintain ongoing relationships. 1.6. Identify and realise new risks and opportunities. 1.7. Service Client Accounts that are allocated and support colleagues where appropriate. 2. Oversee Processing on allocated Caseload <ol style="list-style-type: none"> 2.1. Access and analyse tender basis information (Mexican Government requirements) through their portal. 2.2. Preparing information for audits of the accounts placed in London for the Comision Nacional de Seguros y Fianzas. 2.3. Translate documents into Spanish for clients. 3. Communication <ol style="list-style-type: none"> 3.1. Provide support to colleagues in matters relating to the maintenance of good client relationships including being a point of contact for appropriate clients and managing relationships with them. 3.2. Create and maintain contacts with Reinsurance Brokers and Insurance Companies in Mexico 3.3. Develop relationships with RFIB's markets and report market developments to colleagues on an ongoing basis. 4. Compliance <ol style="list-style-type: none"> 4.1. Adherence to Group Policies and Procedures. 5. Develop self <ol style="list-style-type: none"> 5.1. Contribute to Professional Development Plan (PDP) and identify training needs. 5.2. Undertake appropriate learning and Continuous Professional Development (CPD) as required for current/future job roles. 5.3. Maintain awareness of relevant external and internal regulatory developments, current market practice and initiatives to ensure opportunities and threats are acted upon.

	<p>6. Develop others</p> <p>6.1. Effectively manage workflow by allocating work and making best use of resources and existing competencies.</p> <p>6.2. Contribute to performance appraisal in a constructive and timely manner, as required</p> <p>6.3. Encourage continuous improvement by seeking and implementing ideas that improve client service, operations and/or effectiveness.</p>	
<p>Qualifications and experience:</p>	<p>Education</p> <ul style="list-style-type: none"> • Good standard of education. • CII qualifications such as Certificate desirable. <p>Knowledge of:</p> <ul style="list-style-type: none"> • IT systems, e.g. Microsoft Office and specific industry systems such as Crystal, Brokasure and Lloyd's QA tool. • General knowledge of insurance/broker/reinsurance markets and the processes of a London Insurance Broker. <p>Key Competencies:</p> <ul style="list-style-type: none"> • Managing effective and constructive working relationships. • Fluent Spanish speaker, reader and writer • Organising and managing workflow. • Keeping accurate and up-to-date records. • Use of IT systems. • Clear written and verbal communication. • Taking initiative to maintain and build client relationships. 	
<p>Agreed by (Employee)</p>	<p>Agreed by (Line Manager)</p>	
<p>Signed</p>	<p>Signed.....</p>	
<p>Date.....</p>	<p>Date.....</p>	

❖ The duties and responsibilities above are not a definitive list and additional responsibilities may be included within your current role. The job holder is also expected to accept any reasonable alterations and/or additional duties that may from time to time be necessary.