

Job Description

Job Title:	Junior Surety Underwriter / Underwriting Assistant
Company:	Euler Hermes Consulting (Shanghai) Co., Ltd.
Location:	Shanghai
Division:	Surety Team
Required working experience:	More than 2 years

This position is based in Shanghai. Integrated to the Allianz Trade Asia Pacific Surety Team, you will contribute to the achievement of profitable and sustainable growth of the business. You will report to the Head of Surety China, to support the development of our Surety portfolio in various sectors. You will collaborate with our colleagues and partners across the globe to structure competitive issuance solutions for our customers.

This role requires good organizational skills and proactivity with the ability to communicate in a clear, effective manner to both internal teams and external clients, in a collaborative manner while maintaining the highest service level standards.

You will be involved in extensive client liaison and customer service both written and over the telephone, therefore you will need to be professional and confident in your communication.

KEY RESPONSIBILITIES

Business Support & Account Management

- Gather and analyze underwriting information, pre-screen KYC, and assist in underwriting less complex, routine risks
- Contribute to customer satisfaction through the achievement of surety facility set-up and bond issuance for overseas projects
- Credit analysis (including both qualitative and quantitative) on surety clients and prepare deal proposals for internal submission

Contract Management

- Prepare the contracts of surety facilities and indemnity agreements for final execution by all parties
- Handle the issuance management process of surety bonds, including but not limited to application checks, bond draft, issuance and invoicing
- Monitor facility and bond status for extension, renewal and/or adjustments
- Support our bonding BUs and fronting partners through 0-defect documentation
- Maintain client files in shared folders, and ensure physical hard copies are properly filed

Operations, Process & Reporting

- Follow-up of bonding admin processes and IT back-end system evolution
- Liaison between surety underwriting and other departments in relation to facility and bond registration, riders, cancellations, invoicing, claims, collection of outstandings and payment of commissions
- Preparation of reports, statistics to monitor the portfolio

KEY REQUIREMENTS/ SKILLS/ EXPERIENCE

- Bachelor's Degree required
- Minimum 2 years' experience working in the financial service industry
- Strong communication and analytical skills
- Strong computer literacy, with proficiency in core MS Office applications (Excel, PowerPoint & Word)
- Possess the ability to acclimate to new and ever-changing digital / AI resources
- Fluency in both oral and written English is key
- Hardworking, diligent, and able to handle pressure from work
- Allianz Trade is a leader in the trade credit insurance market and embraces innovative technologies. We utilize Artificial Intelligence powered tools and encourage candidates with a basic understanding of commonly used platforms, as well as an awareness of best practices and the potential risks associated with AI in the workplace to apply.