



## **Job Title: Treaty Assistant Manager**

## **Department: Reinsurance**

### **Job Summary**

We are looking for a person with highly organized and analytical skills to support the administration and management of reinsurance treaty programs. This role is critical in ensuring accurate treaty documentation, compliance with regulatory standards, and effective communication between internal teams and reinsurance partners.

### **Main Responsibilities**

#### **1. Treaty Administration & Documentation**

- Oversee the treaty documentation for both internal & external stakeholders.
- Oversee the setting / updating of treaty structures on IT system.
- Attend treaty-related queries effectively including but not limited to advocating technical-based requests.
- Ensure timely and accurate documentation and filing.

#### **2. Technical Accounting & Reporting**

- Monitor and track technical accounts and due dates.
- Follow up on collections / payments including but not limited to outstanding balances.
- Support internal teams with compilation of treaty statistics.

#### **3. Compliance & Process Improvement**

- Coordinate with internal departments and external partners to ensure treaty compliance.
- Maintain strong relationships with internal and external stakeholders.
- Ensure adherence to regulatory and internal compliance standards.
- Identify and advocate process improvements for treaty operations.

#### **4. Team Support**

- Support junior staff and contribute to team development.
- Assist in ad-hoc projects and support the facultative team.

### **Job Requirements**

- Bachelor's degree in insurance, Actuarial Science, Finance, or a related field.
- 3–5 years of experience in reinsurance, preferably in treaty operations.
- Studies towards professional insurance qualifications would be advantage.
- Attention to detail
- Proactive approach to problem-solving
- Ability to meet multiple deadlines simultaneously
- Strong data analysis and statistical interpretation
- Ability to work independently and collaboratively in a fast-paced environment.

The company reserves the right to call only the best qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.