

# UNDERWRITER COMMERCIAL BUSINESS (PROPERTY & LIABILITY)



**Location**  
Vientiane, Laos



**Job level**  
Bachelor or Master  
degree

1 position

Permanent

## Key responsibilities/What you do:

Underwrites profitable new and renewal standard business to meet targets. Has ownership of accounts and clients including negotiation of participation, pricing, terms, and conditions. Develops and maintains strong relationships with brokers and clients.

- Conduct day-to-day pricing and complete all underwriting cycle for Fire/Property and Liability Insurances for commercial business including reinsurance placement activities.
- Visiting sites and conducting site surveys to obtain more underwriting information for risk assessment when needed.
- Execute the underwriting process, data entry and perform underwriting decisions in daily operation by ensuring the accuracy, completeness of relevant information and support documentation with the complexity of the case.
- Coordinate with sales/agents and brokers, request for proposal response and other business functions to submit timely and complete request for proposal responses.
- Negotiate terms with policyholders or their brokers/agents and draw up contracts.
- Review and issue renewal notice and/or renewal quotation and follow up renewal due. Ensure all contracts are renewed within timeline.
- Monthly check premium receivable and clear unpaid balance with Finance, and ensure no long outstanding premium in the book.
- Check and proceed with payment for reinsurance premium to reinsurers.
- Support team for underwriting other products when assigned by line manager.
- Develop knowledge of all products and services to enhance underwriting skills
- Perform other tasks as assigned and directed by line manager and Head of Department

## Key requirements/What you bring:

- Bachelor's degree in business administration and/or law and/or electrical/mechanical engineering related field
- 1 year of working experience preferably in general insurance industry
- Good English communication in both speaking and writing
- Excellent computer skills including MS Office proficiency – Word, Excel and PowerPoint, e-mail
- Customer oriented and strong business mindset
- Teamwork
- Problem solving skill

## Apply now

Submit your [CV](#), fill out the [application form](#) and send to [recruitment@agl.com.la](mailto:recruitment@agl.com.la) Tel: (21) 215903, Ext: 218

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