

COLONNADE INSURANCE S.A. BULGARIA BRANCH IS SEEKING A

JUNIOR UNDERWRITER PROPERTY & SPECIAL RISKS

COMPANY DESCRIPTION



Colonnade Insurance S.A. specializes in non-life insurance, which is designed not only for individual clients, but also for small and large businesses. We are part of the multinational financial group Fairfax Financial Holdings, one of the world leaders in insurance and reinsurance. Colonnade operates through branches in Romania, the Czech Republic, Bulgaria, Poland, Slovakia, Hungary and a subsidiary in Ukraine.

In Europe, the Colonnade company employs over 500 experienced specialists. Our financial strength has been affirmed by the [A.M. Best Company rating A- \(Excellent\)](#).

WHY IS COLONNADE A GREAT PLACE TO JOIN?

At Colonnade, our strategy is to become a significant general insurer of scale, focusing on the CEE region. Colonnade is in a fortunate and unique position:

- Our shareholder is totally supportive of our strategy and investment in our growth
- We have a profitable foundation and are able to fund our transformation from these profits
- We want to transform and create our insurance company into a modern, successful and digital insurer, based on our Fairfax values
- We offer friendly work environment with flexible hours split between office presence and remote work

JOB DETAILS

Location: Sofia, Bulgaria

Job type: full-time



CANDIDATE'S PROFILE



The Junior Underwriter will work closely with the members of the Property & Special Risks underwriting team to service its existing Property, Construction and Marine portfolio and develop innovative insurance solutions that can successfully deliver profitable business growth.

We are looking for a goal-oriented team player who will enjoy delivering value to the organization.

DAY TO DAY TASKS – MAIN DUTIES



- Assist in the administration of the company's corporate insurance portfolio by preparing and issuing quotes, policies, endorsements, certificates, debit notes, reminders and any other type of documentation
- Enter information in the company's internal systems and databases
- Complete, store and archive the documents for each client and for each policy in the respective file
- Prepare internal and regional reports
- Actively engage in the sales process to attract new clients

REQUIREMENTS



List of requirements to be successful in the future role:

- At least 3 years insurance industry experience (preferably in Commercial Property and / or Marine)
- Excellent Bulgarian and English oral and written communication skills (fluency required)
- Exceptional communication skills and ability to communicate to multiple levels within the company
- Computer literacy (MS Office)
- Strengths in problem-solving, issue resolution, ability to work in a deadline-driven work environment and attention to detail

COLONNADE VISION



We believe in fairness and simplicity in all our relationships, this is how we do business! We deliver transparent products and fast claims service that address the challenges of the changing world around us!"

COLONNADE VALUES

- Honesty and integrity are essential in all our relationships and will never be compromised.
- We are results oriented – not political.
- We are team players – no “egos”. A confrontational style is not appropriate. We value loyalty – to Fairfax and our colleagues.
- We are hardworking but not at the expense of our families.
- We always look at opportunities but emphasize downside protection and look for ways to minimize loss of capital.
- We are entrepreneurial. We encourage calculated risk taking. It is all right to fail but we should learn from our mistakes.
- We will never bet the company on any project or acquisition.
- We believe in having fun – at work!

APPLY NOW!



To apply for this opportunity, please send your resume to Madalina.banu@colonnade.ro, quoting reference Junior Underwriter Property & Special Risks.