

Reinsurance Technician (Permanent Position)

Location: Leopardstown, Dublin 18

Company Background

Ayvens Insurance is part of the Ayvens groups, a leading provider in mobility services worldwide with 3.3 million vehicles under management worldwide. Euro Insurances DAC (trading as Ayvens Insurance) offers fleet insurance solutions to Ayvens operating entities worldwide.

The Ayvens brand was launched in 2023, following the merger of ALD and LeasePlan leasing groups to create a market leader in mobility. Ayvens Insurance incorporates legacy insurance books from the ALD and LeasePlan groups.

Ayvens Insurance is part of the Societe Generale Group.

Job Purpose

The Reinsurance Technician will report to the Reinsurance Manager, and be part of a small, but very specialised team responsible for the management of Outwards Reinsurance for AYINS, which includes significant interactions with internal colleagues, reinsurers and Reinsurance brokers.

Responsibilities will include but are not limited to:

General

- Support the Reinsurance Manager in the day-to-day management of the Outwards Reinsurance programs, which includes provision of data, premium payments, claim notifications and recoveries.
- Secondary point of contact for Reinsurance Brokers and Reinsurers when the Reinsurance Manager is unavailable.
- Support the activities for the preparation of the reporting to the reinsurance broker and reinsurers, which includes new business, mid-term, reinsurance renewal, and claims. This will include data gathering, checking and verifying data received from the countries, supporting the reinsurance manager build the complete dataset of all programs required for including within the reinsurance renewal.
- Support the reinsurance operational processes including all account queries, including special risk and acceptances, airside cover requests.
- Projects – support &/or join projects for the improvement of current procedures, covers and business development principally for Reinsurance but may include Underwriting.
- Other responsibilities as identified by the Reinsurance Manager, Chief Underwriting Officer or Management of the company.

Reporting

- Keep up to date documentation, procedures and processes on work performed.
- Work with our in-house Reinsurance Reporting Management System (RCMS) I.T. application to create reports and timely issue to the Reinsurance Broker.
- Support the Reinsurance Manager in completing regulatory reporting, this includes reporting within the company, within the Group, ad-hoc reporting to CBI and Local Regulatory Authorities.
- Ability to work on own initiative on creating reporting templates in tools such as MS Excel, Power BI, MS Forms, SharePoint, etc.

Relationships

- Support the Reinsurance Manager in arranging meetings with Reinsurers, Reinsurance Brokers, Claims Handlers, auditors and group affiliates.
- Collaborate closely with the Claims team, Underwriting team, Finance team, Actuarial team, Data teams, Compliance and any other relevant department, to ensure smooth operations to support the Reinsurance Manager.
- Effective communication is key in engaging with all areas of the business.

Knowledge /Skills

Requirements

- Minimum of 2 years relevant experience in either underwriting, claims, insurance operational support or similar.
- Excellent MS Office skills, in particular excel.
- Ability to analyse data and provide concise summary &/or your recommendations.
- Good understanding of regulatory reporting requirements.
- Team player with good interpersonal skills.
- Ability to communicate with our customers (the local entities) in a culturally sensitive manner, adapting communication style and active listening in order to provide clarity and support through verbal, non-verbal, written, and digital communication.

Desirable

- 5 years' experience in an insurance underwriting role, insurance operational role, or claims handling role, or where relevant knowledge and skills can be easily transferred.
- Experience in the motor leasing industry.
- Good knowledge of cross border pan-European insurance markets.
- Ability to create reports in Power BI.

Ayvens Insurance is an equal opportunities employer.