

Operations Support – DUAL Europe

Genoa

- A great opportunity for someone looking to develop their career within a corporate working environment.
- Full time position: working 5 days a week, with the opportunity to receive training and support towards professional qualifications.
- Working within a fun, collaborative Underwriting team, in Italy and across Europe. LoB: Marine.

Role overview

We are looking for a motivated and enthusiastic individual, who is interested in taking their next/ first step within the corporate sector.

This new position within our team allows the opportunity to work within a fun and results orientated team. The successful candidate will need to be able to adapt well to change, prioritise workload and manage multiple tasks, whilst also having the confidence and curiosity to challenge with new ideas.

Role responsibilities

- Actively manage data entry pertaining the written business as well as – more in general – several various “front desk” tasks
- Actively manage triage activities on the incoming correspondence being able to address it to the proper responsible function
- Manipulate data, to process reports, provide and process business data in the specific admin tools and/or external files
- Actively manage and maintain underwriting documentation
- Actively address data anomalies and inaccuracies mainly related to the admin tools used
- Problem solver and looking for solutions, liaising with the Finance team when required
- Assist in managing Underwriters documents i.e. filing of correspondence, slips, proposal forms, etc.
- General administrative duties
- Working to strict deadlines and managing stakeholder expectations, with regular communication
- Liaising with brokers and third parties, when required

Key requirements

- It is essential the individual has a positive attitude and is self- motivated
- High attention to detail
- A strong team player with the ability to learn quickly
- Ability to follow process accurately
- High level of numeracy and literacy

- Confidence and curiosity to ask questions
- Strong verbal communication and interpersonal skills

What do we offer in return?

A career that you define.

We offer all the usual rewards and benefits - including Insurance coverages (healthcare provision, Accident Insurance, LTC, TCM), Pension Fund, Long Service Award Programme, a wide variety of wellbeing offers, competitive salary, ticket restaurant, hybrid working and more - but we know you expect all that.

What you might not expect is a job where everyone has a voice, where volunteering in the community is part of the day job, and where everyone is encouraged to play a part towards our sustainability goals. We want people who want to make a difference - not just in the workplace, but in the industry and in the wider community.

Our culture: People First

Our core values dictate how we live and work. We are a group with independence and people at its heart and we are a home for talent with a unique culture: the biggest small company in the world.

The focus on being a People First business has always been at the very heart of the Group; Our vision was to create an independent business with a unique culture and one that would survive and thrive as a business controlled by the people working for it. And finding the most talented and entrepreneurial people to join the Group has been and will continue to be key.

Diversity & Inclusion

At DUAL we consider our people our chief competitive advantage and as such we treat colleagues, candidates, clients, and business partners with equality, fairness and respect, regardless of their age, disability, race, religion or belief, gender, sexual orientation, marital status or family circumstances.