



# Analyst - Insurance Operations with Norwegian

Wroclaw, Lower Silesia, Poland

XL Catlin's Insurance operations team serves various Business Units spread across various global regions. We provide support services for a variety of tasks such as submissions, ratings, coding, issuance and various underwriting support task activities. We're looking to recruit an Analyst for our various teams in Poland .

The new role will have a great opportunity to gain huge knowledge in many lines of businesses across UK/Ireland, Americas and EMEA region. On the other hand it is the role for somebody who likes changes and has ability to adapt quickly to the new environment. It can be very exiting role for people who are open for fast development. If you are one of them and you like challenges – we are waiting for you. Join us!

## MAXIMIZE your opportunity

### What will your essential responsibilities include?

- Gaining knowledge of insurance, operations processes, underwriting business
- Gaining knowledge of XL Catlin's models of servicing
- Gaining knowledge of the main classes of business written through insurance
- Obtaining detailed know-how on the specific lines of business written
- Adhering to the written data entry procedures
- Adhering to Service Level Agreements and quality targets
- Updating systems with information from all slips, endorsements, declarations and reports.
- Analyzing and interpreting documents such as slips, endorsements, declarations, reports and updating operation platform systems with the information. Delivering the expected results on time.
- Cooperating with large number of stakeholders via emails, calls, video conferences and directly using business English as the must or other local language.
- Scrutinizing Incoming and Outgoing emails in business English or local language
- Preparing Documentation of all aspects of the future processes in detail including system manuals, workflows and detailed process maps.

You will report to **Team Leader or Business Process Manager**

## UNLEASH your potential

We're looking for someone who has these abilities and skills:

- Graduate in any discipline, preferably in Insurance, Banking, Mathematics, Economy, Accounting, Law
- 1-3 years of experience in corporate environment / SSC/CoE
- Preferred Knowledge of insurance/operations processes/data entry
- Fluent in business **English and Norwegian**

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- Ability to accept changes and adapt quickly to the new environment
- Strong analytical thinking skills, attention to details, well- organized
- High Level of commitment towards given deadlines
- Ability to comprehend instructions and execute them
- Working Knowledge of MS Office
- Precision in communication, cultural sensitivity
- Ability to quickly build rapport
- Drive to work in changing and demanding environment
- Self-motivated, discipline, good time management skills & demonstrates high levels of energy
- Strong team player, comfortable to operate on different levels in organization
- Good problem solving and trouble shooting ability as well as flair for improvisation.

If you are interested in this offer, please send your application to the following email: [joanna.laszczuk@xlcatlin.com](mailto:joanna.laszczuk@xlcatlin.com)

## **DISCOVER** your future

XL Group plc (NYSE:XL), through its subsidiaries and under the XL Catlin brand, is a global insurance and reinsurance company providing property, casualty, professional, specialty and alternative capital products to industrial, commercial and professional firms, insurance companies and other enterprises across the world.

From insurance to reinsurance, we're shaking up an ancient industry. A changing world needs new answers. We're here to find them. With an incredible blend of people, products, services and technology, we're looking beyond traditional solutions to our clients' risks — from the most familiar to the most complex.

Learn more at [www.xlcatlin.com](http://www.xlcatlin.com)