



# Insurance Process Analyst

Wroclaw, Lower Silesia, Poland

As Insurance Process Analyst you will be responsible for a variety of data administration, validation and reporting tasks to support our underwriters in accordance with established procedures. You will perform maintenance and service of new and renewal business in an accurate and timely manner, utilize corporate database systems, and provide quality service to internal and external customers.

## **MAXIMIZE** your opportunity

### **What will your essential responsibilities include?**

- Accurate and timely entry of insurance data into XL Catlin Group systems and databases through interpretation of insurance contracts and associated correspondence
- Analysis and presentation of insurance contract financial data
- Production of monitoring reports and prompt handling of exception items
- Prompt and accurate resolution of data quality issues
- Production of insurance documentation (quotations, certificates, endorsements)
- Clearance and sanctions checking
- Electronic filing of documents
- Business user systems testing (regression and UAT)
- Undertaking any other duties that the company may reasonably request to be performed

You will report to the local Line Manager

## **UNLEASH** your potential

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

- University degree
- Fluency in English (both spoken and written) is a must (at least C1 level)
- Proven experience on similar role (related to data administration & analysis)
- Excellent data processing skills
- Strong problem solving skills
- Computer literate including Microsoft Office Package
- Inquisitive mind with strong analytical thinking skills
- Good organizational skills and excellent attention to detail
- Excellent people skills; communicative and open to new challenges

If you are interested in this offer, please send your application to the following e-mail: [joanna.laszczyk@xlcattlin.com](mailto:joanna.laszczyk@xlcattlin.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)