

INSURANCE ANALYST



As one of the world's leading energy companies, Shell has a key role in helping to meet the growing energy needs of the world in an economically, environmentally and socially responsible manner. The company employs approximately 92,000 Shell employees in over 70 countries.

Solen Versicherungen AG (SVAG) is the Shell Group captive insurance company, a large, regulated insurance company that (re)insures both life and non-life risks of the Shell Group. SVAG forms part of the Shell Treasury organisation and is based in Baar (ZG). We are seeking an

Insurance Analyst 100% (f/m)

Responsibilities

The Insurance Analyst (non-life) is responsible for the end-to-end insurance lifecycle process which mainly consists of the following tasks:

Technical Accounting:

- Independently manage, monitor and administer Accounts Receivables incl. cash collection and allocation
- Manage broker relationships to ensure timely review, approval and processing of closings
- Approve and administer return premiums

Underwriting:

- Independently review and accept commercial Insurance Policies offered - within underwriting guidelines
- Provide underwriting & pricing support to customers and the team
- Issue and administer cover notes (Insurance Certificates)
- Data Entry and administration of Insurance Policies in the IT Insurance System
- Regular interaction with internal and external stakeholders (brokers, insurers etc.)
- Portfolio Reporting and Analysis

Claims Administration:

- Independently evaluate and review claims advices and fee invoices from Loss Adjusters
- Interaction with external Loss Adjusters, Insurers and Brokers on claims progression
- Review, verify and administer insurance claim payments
- Claims Portfolio Reporting and Analysis to the Board of Directors and Senior Management

Skills & Experience

The role requires a highly-motivated self-starter with Insurance or Finance background and a keen interest in acquiring specific knowledge in the Energy Insurance Sector. Ideally, you have prior insurance company experience in one or more of the above listed responsibilities.

We are looking for an individual with excellent analytical skills, an affinity for numbers and strong computer skills. The successful candidate is pro-active, trustworthy, reliable and well organised as well as able to correctly prioritise the multiple tasks in this role. In addition, you should have good oral and written communication skills in English and be a true team player with an ability to work well with teams in multiple locations (virtual working).



What you can expect from us

We offer flexible working hours and attractive terms and conditions. We also offer an exciting, professional and very dynamic working environment

Interested? Please send your application in English by email to BewerbenSwitzerland@shell.com

Shell is an Equal Opportunity Employer.