

Karavias Underwriting Agency provides a variety of vital and reliable services in the areas of insurance and risk-management consultancy with a proven experience of more than 30 years in the International, British, and Greek Insurance markets. Our "Lloyds Coverholder" status enables us placing risks for various classes of Business with International Insurance and Reinsurance companies based in Europe.

The successful candidate shall perform a wide range of operational and administrative activities such as:

- Monitoring the accuracy of policies entries in respect of financial data, insurance period, channel involved and resolving possible discrepancies as regards premiums, commissions
- Identifying issues, risks and benefits of existing and proposed solutions and outlining business impact, presenting analysis results to the upper management
- Modelling business processes and identifying opportunities for improvements, seeking opportunities to streamline existing manual process

Main Requirements

Bachelor's / Master's Degree in Insurance Science, Finance, Business Administration, Statistics, Applied Math or relevant faculties

Interest in building a career in the Insurance Sector

Fluency in written and spoken English

Knowledge of MS Office Tools

Key competencies/skills

Analytical thinking and problem solving

Excellent verbal/written communication & data presentation skills

Effective communication with internal teams, both business and technical

Ability to work effectively in a cross-functional, fast paced environment, to understand and communicate issues at multiple levels.

Ability to work with a variety of different data sources

Detail and Goal Oriented

Teamwork Oriented

Previous experience in sales or finance will be considered an asset

What is in it for you?

Opportunity to make the difference developing your career in insurance sector in a market leading insurance broker with a strong brand and strong results to match

Take responsibility from day one, improve your skills and learn ceaselessly

Be a member of an engaging workplace and a part of our cross-functional, diversified and dynamic work environment

After the screening of the CVs, we will contact the candidates who meet the profile's requirements to arrange an interview.

All applications are considered as strictly confidential.

To apply, please send your CV to frontdesk@gkaravias.gr.

know who, know how