

WE ANNOUNCE A NEW VACANCY FOR
RISKS UNDERWRITER ASSISTANT
IN LATVIA

Requirements for candidates:

- preferably 1 year experience in insurance
- information sourcing and analytical skills
- Ms Excel skills, experience in working with IT systems
- good communication skills
- natural desire for perfectionism and accuracy
- very good knowledge of English and French languages (spoken and written)

We offer:

- high level mentors for onboarding and future support
- exciting and dynamic work in a rapidly growing international company
- participation in international projects
- friendly colleagues and good working conditions
- motivating remuneration system and health insurance
- career growth opportunity
- monthly salary (gross): 1000.00 to 1330.00 EUR

Main responsibilities:

- providing technical support for risks underwriters
- administrating insurance contracts
- organizing and providing data input into IT systems
- preparing or reviewing monthly reports
- reconciling data
- communicating with partners on data issues, contracts
- providing assistance in underwriting and product management processes

Contact us:

- please send your application through CV-Online "Applay" system
- we thank all applicants, however only the second-round candidates will be contacted
- read more about the company: balcia.com

Balcia Insurance SE is an international company with experience of 25 years in the insurance industry. The company works in the European market having its subsidiaries in France, Germany, Lithuania and Poland. The Balcia Team's main values are - Trust, Challenge, Growth and Family, and it is considered important when sharing the same values with new team members.