

Underwriting Support (Fresh or Recent Diploma Graduates)

About Us

For the past 76 years, MS First Capital has been actively involved in the non-life insurance business both in Singapore and across Asia. Our roots can be traced back to the 1950s where we engaged in writing both personal and commercial lines of non-life insurance business across various classes such as Fire, Engineering, Marine Hull, Marine Cargo, Bond, Professional Indemnity, Motor, Public Liability, Worker's Compensation, Personal Accident and other Miscellaneous Accident.

We are a reputable source of cutting-edge insurance options, catering to a diverse range of clients, both individuals and corporate. We are proud that our financial strength rating of 'A+ (Superior)' with 'Stable' outlook has been reaffirmed by AM Best, given our consistently impressive financial performance. We are also recently awarded Top 300 Employer by the Singapore Opportunity Index for our effort in creating meaningful career pathways, fostering inclusive growth, and investing in our employees' potential.

This is a perfect gateway into the highly niche sector of non-life reinsurance, part of Singapore's bustling financial services sector. As a wholly owned entity of the world-renowned Mitsui Sumitomo Insurance (MSI) Group, we are dedicated to developing young talents for our sector. As a member of our young talent pool, you can look forward to comprehensive professional training, sponsorship of professional qualifications, a friendly and collaborative culture and a competitive compensation package.

About the role

Provide support to our Underwriting team in the evaluation and underwriting of risks for new and renewal business to achieve profitable growth, and in accordance with the Company's guidelines. Assignment of underwriting line and actual job title will depend on the final candidate's experience level and job fit.

Key responsibilities

- Support the evaluation and underwriting of risks for new and renewal business to achieve profitable growth
- Develop and manage strong relationships with intermediaries, customers and partners
- Maintain high standards of underwriting documentation and audit readiness, timely and accurate system updates, and ensure transactions are processed within the agreed timeframe
- Prepare monthly reports for business analysis and management

- Participate in market meetings, industry events and client presentations
- Support the monitoring of market trends and dynamics, and leverage industry research and insights to enhance business performance

Requirements

- Open to fresh or recent Diploma graduates in Accounting/Finance/Banking or related disciplines.
- CGI/PGI/ComGI qualifications are mandatory for this position; where needed, the Company will sponsor new hires to obtain these qualifications
- Analytical, problem-solving, and decision-making abilities
- Excellent interpersonal and communication skills
- Proficient in Microsoft Office (Word/Excel/PowerPoint); ideally some exposure to data analytics

Interested applicants are invited to submit their applications to Buildyourfuture@msfirstcapital.com.sg. We thank all applicants for their interest in MS First Capital Insurance Limited. Due to the volume of applications received, only shortlisted candidates will be contacted.

Due to the volume of applications received, we will only contact shortlisted candidates. We may retain your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws. Should you disagree, please contact our Data Protection Officer <DPO@msfirstcapital.com.sg> for more information on the retention and disposal of your personal data.