

United States Jobs Expertini®

Contract Transmittal Specialist

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Company: Howden Tiger

Location: Edina

Category: business-and-financial-operations

Formed in 2008 as TigerRisk Partners, a privately-held reinsurance broker and risk/capital management advisor with a selective list of current and prospective customers. TigerRisk joined forces with Howden Group, an international insurance intermediary, in 2023 to build a global reinsurance powerhouse. Howden Tiger has attracted a team of experienced reinsurance experts who assume the role of problem solver, innovator, and sophisticated financial solutions provider.

Primary Responsibilities

Review and create PDFs of final Reinsurance Contracts, Interests and Liabilities Agreements, and related documents at direction of the Contracts Wording Team

Transmit final Reinsurance Contracts, Interests and Liabilities Agreements, and related documents to ceding companies and reinsurers at direction of the Broking Team

Track status of transmitted documents via tracking tool

Monitor and manage Transmittal Shared Mailbox in Outlook

Prepare regular reports on status of transmitted documents

Follow up with outstanding markets for signatures

Compile fully executed documents into single PDF files

Update contract files with executed documentation

Communicate and coordinate with broker, contract drafter, and transmittal specialist as required

Perform other miscellaneous duties as assigned

Qualifications

Experience with Adobe and Microsoft Office products, Word/Excel a plus

Excellent written and oral communication skills

Excellent organization skills

Legally authorized to work in the US

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