



Job Description

Actuarial Analyst

Position Summary:

The Actuarial Analyst (“AA”) will assist the Vice President Actuary in the development of product pricing and reserving. The AA will work with internal and external resources to develop data management and analyses for new and current insurance products.

Responsibilities:

- Coordinate efforts to file applications with various states to allow operations of products and services within the state
- Direct efforts to obtain regulatory approval to introduce new viable insurance products to the marketplace on an admitted or surplus lines format
- Coordinate all regulatory rate filings with company actuaries; all lines, all states
- Work closely with department management to introduce new products and features into the underwriting and claims departments daily function in addition to ensuring that all relevant business units are equipped with the necessary tools and data to economically deliver insurance products
- Contribute knowledge and expertise toward executive presentations to the Board of Directors, SEC Reporting, Press Releases and Corporate insurance purchases

Knowledge and Skills:

- In depth knowledge and understanding of actuarial practice
- In depth knowledge of products and concepts relating to the P&C industry
- Critical Thinking and Analysis
- Effective Communication
- Tenacity & Ethics
- Technology proficient (excel, access, word, SQL, R and ability to learn new software)
- Must perform well under pressure and in a changing environment

Experience and Education:

- 3-5 years of experience in an actuarial or analytic role, preferably in property cat pricing or reserving.
- Previous experience working closely with underwriting and/or product development.
- Previous experience with state filing process, preferably in Gulf and Atlantic coast states.
- Pursuit of CAS credentials with a preference for at least 3 exams completed.
- Proficiency with Microsoft Office, SQL, R and a high degree of comfort working with large datasets is preferred.
- Proven math and analytical skills, as normally acquired through a degree in Mathematics, Statistics, Economics, Actuarial Science, or related field experience.
- Solid oral and written communication skills.

Physical requirements:

- **Sedentary Work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- **Visual Acuity.** Required to have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing computer terminal, extensive reading.
- **Reaching.** Extending hand(s) and arm(s) in any direction
- **Fingering.** Picking, pinching typing or otherwise working primarily with fingers rather than with whole hands
- **Repetitive Motion.** Substantial movements (motions) of the wrist, hands and/or fingers.
- **Talking.** Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Department: Risk Management

Reports to: Vice President Actuary

FLSA Status: Exempt

Position Level: Staff