

For more than 40 years, Haakon LTD – a daughter of Baloise Insurance Group - with its headquarters in Basel, Switzerland, operates worldwide as a Reinsurance Broker with a subsidiary in Kuala Lumpur, Malaysia. We are looking for a motivated, open person with a sense of initiative to join our Broking Team in Basel.

## Broking Back-up / Reinsurance Broker

You will be part of an experienced team who is handling a portfolio of wonderful, longstanding clients. If you are interested to work in a small team where your work has an impact and if you find pleasure in working in a truly international environment where you will be in contact with a lot of interesting people, you may wish to speak to us.

### Your tasks are:

- Support Client Executives and Brokers by managing back-office processes
- Gather information and ensure documents are prepared for client meetings
- Under supervision, prepare renewals and ensure cover is in place by the renewal date; experience in working to tight deadlines would be useful.
- Administrative work relating to broking activities
- Recording and updating reinsurance data into our own data base
- Close cooperation with our Broking Team in Basel and/or our Marketing Office in Kuala Lumpur
- Mid-Term: Travelling activities, support new business opportunities

### What you need to have:

- Customer-oriented mindset
- A high degree of reliability and precision in your work
- Team-oriented, flexible
- Confident manner and good communication skills
- Desire to grow and develop your skills and knowledge
- 3+ years work experience within the insurance / reinsurance industry is a plus
- Education: KV – Diploma or University Degree: your personal skills matter
- Excellent language skills in German and English. Any additional language is a plus (French strongly preferred)
- Good knowledge of MS Office (Outlook, Word, Excel, and PowerPoint)

### We offer:

- Interesting position with individual development opportunities
- Challenging and exciting position in an international environment
- Competitive Salary with attractive benefits
- Attractive workplace in spacy offices with home office options

If you are interested, please send your application to: [jobs@haakon.ch](mailto:jobs@haakon.ch)