A close-up of a logo

Description automatically generated

Latitude Brokers brings a fresh new perspective to marine insurance broking in Asia. We combine significant experience in the Shipping and Offshore industries with an energetic, passionate and client-focused approach.

We are headquartered in Hong Kong and part of a global network of companies. Latitude Brokers provide marine insurance solutions to Asia-Pac as well as worldwide-based Clients. We consider each client as unique and our service reflects that.

We offer an open working environment; we value communication, personal responsibility and work-life balance.

Latitude is looking for a resourceful and dynamic Personal Assistant to support the Managing Directors.

Marine Insurance Broker

Responsibilities

As a Marine Insurance Broker you will be:

* Drafting insurance placing slips, and prepare fleet schedules for negotiation and placement of insurance contracts for shipowners, ship managers, ship operators, crewing managers, charterers, cargo traders, terminal operators
* Liaising with specialist insurers in Asia, Europe and Middle-East for the placement and management of the insurance policies
* Liaising with Clients regarding policy changes, and preparing documentation for contract amendments
* Liaising with the Operations team, Claims team and Finance team for smooth management of insurance policy
* Supporting Latitude Brokers team in Singapore

Profile

- 5-10 years in the insurance or shipping industry

- Proficient command of written and verbal English

- Organised, driven, detail-orientated, problem-solving and a team player

- Computer literate, proficient in MS Office Apps and Outlook

Offer

- Permanent job

- Salary negotiable

- Comprehensive Medical and Dental insurance

- 20 days annual leave

- Training by industry expects

- Exciting development potential

- Young graduates will be considered for junior position

Please send your full resume to recruit@latitudebrokers.com