

Job Title: Insurance Operations / Underwriting Executive – Non-EB

Company: Capsurance Insurance Broker Ltd

Location: Delhi

Work Mode: Work from Office

Experience: 2–8 Years

Compensation: As per industry standards

Role Summary

Capsurance Insurance Broker Ltd is seeking experienced professionals in Non-Employee Benefits (Non-EB) Insurance Operations and Underwriting. The role involves handling General Insurance lines including Fire, Marine, Engineering (EAR & CAR), Motor, Home, and SME policies with complete ownership of underwriting support and policy servicing.

Key Responsibilities

- Provide underwriting support for Non-EB policies across multiple lines of General Insurance.
- Conduct risk assessment and coordinate with insurers for quotations, negotiations, and policy placement.
- Manage end-to-end policy servicing including new business, renewals, and endorsements.
- Ensure compliance with underwriting guidelines, regulatory requirements, and defined TATs.
- Maintain accurate documentation, CRM updates, and policy records.
- Liaise with clients, insurers, and internal teams for seamless execution and service delivery.

Required Skills & Competencies

- Strong technical knowledge of General Insurance (Non-EB lines).
- Sound understanding of underwriting principles and risk evaluation.
- Experience in policy documentation and insurer coordination.
- Strong communication and negotiation skills.
- Proficiency in MS Office and CRM systems.
- Detail-oriented with strong process adherence.

Eligibility Criteria

- 1–5 years of relevant experience in Non-EB Insurance Operations / Underwriting.
- Experience with an Insurance Broker or Insurance Company preferred.
- Graduate in any discipline (Insurance certifications will be an added advantage).