
Position Description

Vacancy Title: **Multi-line Underwriter**

Location: **Suva**

Reports To: **Underwriting Manager (v 0.01)**

Objective

The Multi-line Underwriter is responsible for underwriting new and renewal business, managing an assigned multi-line insurance portfolio, maintaining broker and customer relationships, and supporting portfolio growth within delegated authority and QBE requirements. This role reports to the Underwriting Manager.

Outcomes

Organisational Stakeholders

1. Portfolio Performance and Growth Ensured.

- Effective management of an assigned book of business across a broad range of insurance products delivered.
- Timely and commercially appropriate progression of new business, renewals and quoting activities achieved.
- Regular monitoring of portfolio performance completed and relevant trends or issues identified.
- Identification and progression of opportunities to support portfolio growth and business outcomes completed.
- Consistent ownership and accountability for the assigned portfolio demonstrated.

2. Underwriting Quality and Risk Control Strengthened

- Appropriate assessment and underwriting of new business and renewal opportunities within delegated authority completed.
- Underwriting decisions aligned with sound judgement, relevant risk information and established underwriting principles.
- Appropriate terms, conditions and requirements applied in accordance with QBE standards.
- Risks outside delegated authority identified and referred through appropriate channels.
- Accurate understanding of insurance products and key benefits demonstrated and clear communication delivered.

3. Broker, Customer and Stakeholder Relationships Enhanced

- Strong and trusted relationships with brokers, customers and key stakeholders developed and maintained.
- Clear and professional communication of underwriting decisions, terms and relevant product information delivered.
- Timely and commercially appropriate responses to broker and customer enquiries provided.
- Relationship management leveraged to support customer retention, portfolio development and positive business outcomes.
- Professional representation of QBE maintained in external interactions.

4. Business Development Outcomes Delivered

- Proactive identification and progression of suitable new business opportunities completed.
- Effective utilisation of broker and market relationships to support portfolio development achieved.
- Business opportunities assessed in line with underwriting requirements and portfolio objectives.
- Relevant market information and customer needs identified and shared appropriately.
- Commercial opportunities balanced with underwriting judgement and risk considerations.

5. Governance, Compliance and System Integrity Maintained

- Compliance with delegated authority, internal requirements and applicable regulatory obligations maintained across underwriting activities.
- Accurate, complete and appropriately maintained underwriting records, quotations, approvals and supporting documentation delivered.
- Identification and escalation of compliance matters, exceptions and underwriting risks completed as required.
- Effective learning and application of QBE systems and processes achieved.
- Confident use of Microsoft Office applications applied to meet day-to-day work requirements.
- Appropriate utilisation of Microsoft Copilot and other approved digital tools applied to support productivity and work activities.
- Adoption of new systems, processes and technology completed.

6. Teamwork and Collaboration Ensured

- Positive and effective working relationships maintained across the organisation.
- Open and constructive sharing of information, knowledge and expertise completed.
- Support to colleagues in achieving individual, team and organisational objectives provided.
- Cooperation, flexibility and contribution beyond individual responsibilities applied to support team priorities where appropriate.
- Professional and respectful communication maintained to enable effective working relationships.
- Active support for a collaborative and inclusive working environment delivered.

7. QBE Fiji's Values and Standards Upheld

- Professional representation of QBE maintained in dealings with customers, brokers, colleagues and stakeholders.
- Consistent demonstration of organisational values and expected standards of conduct achieved.
- Ethical, responsible and customer-focused business practices reflected in decisions and actions.
- Consistent behaviour supporting QBE's reputation and standing as a trusted insurance and risk partner maintained.
- Positive promotion of QBE's image and reputation delivered through professional conduct and stakeholder interactions.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
People	
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Other	Tertiary qualification in Insurance, Business, Finance, Economics, Risk Management or a related discipline.	

Work Knowledge and Experience

- 3-5 years demonstrated experience in insurance underwriting, with experience across multiple insurance lines preferred.
- Demonstrated experience in insurance underwriting, including new business, renewals and quotations.
- Sound knowledge of underwriting principles, insurance products and risk assessment.
- Experience managing broker, customer and stakeholder relationships.
- Demonstrated commercial judgement, negotiation and decision-making capability.
- Experience working effectively within a structured corporate environment.
- Proficiency in Microsoft Office applications; familiarity with Microsoft Copilot and other digital productivity tools is desirable.

Requirements

Language Proficiency	
Excellent command of English	
Regulatory Compliance Requirements	
Adherence to applicable insurance regulatory obligations and QBE internal governance requirements	

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Underwriting Manager	
External		
	Insurance brokers	
	Customers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Please submit an up-to-date CV, a cover letter outlining your suitability for the role, and contact details for three work-related referees that you reported to. Only complete applications will be considered.

Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise - Ph: 7731337

Closing Date: 01 Nov 2026