



JOB DESCRIPTION FORM

Job Title: Actuarial Assistant	
Reports to: Senior Actuarial Analyst	Location: Philippines

Job Summary:

Reports directly to the Senior Actuarial Analyst and responsible for providing ongoing technical and analytical support to Pricing and Underwriting department. Responsible for actuarial and risk analysis used to develop pricing for new and existing products in line with management's and company's objectives. Initiate, organize and manage actuarial/underwriting projects independently. Responsible for researching health care cost trends and applying actuarial analysis and techniques to arrive at recommended ways to reduce health care costs.

Duties and Responsibilities:

1. Gathers and prepares analysis based on information from internal and external sources.
2. Applies knowledge of mathematics, probability, statistics, principles of finance and business to problems in insurance.
3. Researches functional issues using a variety of resources. Develops/prepares reports and assists in the development of new/revised policies.
4. Interprets government regulations and internal policies. Participates in preparation of documentation related to government filings/licensing.
5. Assists in the administration of assigned programs. Develops, maintains, audits and reviews functional databases and identifies inconsistencies.
6. Prepares recommendations based on data summaries, trend analysis, financial analysis, and business analysis.

7. Analyzes data, constructs probability tables to forecast risk and liability for future payment benefits.
8. Ascertains premium rates and cash revenues to ensure payment of future benefits.
9. Prepares and analyze ratings for new and renewing commercial groups.
10. Provides underwriting analysis for pricing and risk assessment selections including financial, business, and trend analysis of data critical for decision making in achievement of business objectives.
11. Prepares and may do presentations. Participates in cross-functional teams to develop new/enhanced systems/processes/programs/policies to support business needs.
12. Performs other duties that may be assigned from time to time.

Job Specifications:

1. Graduate of Bachelor's Degree in Mathematics, Applied Mathematics, Actuarial Science, Statistics or any equivalent.
2. Must have the capability to initiate, organize and manage actuarial/underwriting projects independently. Also responsible for conducting research health care cost trends and applying actuarial analysis and techniques to arrive at recommended ways to reduce health care costs.
3. Superior judgment, negotiation and decision-making skills.
4. Strong ethics and a high level of personal and professional integrity.
5. Strong analytical skills and adept in interpreting strategic vision into an operational and tactical model.
6. An effective communicator with strong oral, written and persuasive skills and capability to deal with people at all levels in the organization.
7. Computer literate and very highly proficient in using MS office programs.