



### **Job Description & Job Specification**

<b>Job Title:</b> Junior Underwriter	<b>Team:</b> N/A
<b>Department:</b> Underwriting	<b>Location:</b> Lahore
<b>Job Level:</b> Entry Level	<b>Nature of Job:</b> Desk Job
<b>Category:</b> Full Time Employment	<b>No. of Positions:</b> 2
<b>Gender Preference:</b> No Preference	<b>Remuneration:</b> Market Competitive

**Last Date to Apply: October 26, 2025**

#### **Job Summary:**

We are seeking a detail-oriented and motivated Junior Underwriter to support our underwriting teams in assessing risk and efficiently manage insurance applications within assigned limits for various business classes including but not limited to fire, motor, marine, travel, miscellaneous. As a Junior Underwriter, you will assist in gathering and analysing data, performing risk assessments, and ensuring compliance with company policies and regulatory standards.

#### **Job Description:**

- Assist in reviewing insurance applications for various classes of business e.g. motor, marine, fire, miscellaneous, travel etc. for completeness and accuracy.
- Support senior underwriters in evaluating the risk of insuring a person or asset.
- Help prepare and issue insurance quotes and policy documentation.
- Enter and maintain data in underwriting software.
- Monitor existing policies for changes in risk or compliance issues.
- Stay up to date on industry trends, regulatory requirements, and internal underwriting guidelines.

#### **Job Specification:**

##### **Education Qualification:**

- Minimum Bachelor's degree in Business/ Finance/ Insurance/Risk Management.

##### **Relevant Experience:**

- 0-2 years of experience in general insurance, risk assessment, or a similar field.

##### **Essential Skills:**

- Strong analytical and organizational skills.
- Attention to detail and ability to handle data accurately.
- Proficient in Microsoft Office (Excel, Word, Outlook).
- Excellent written and verbal communication skills.
- Ability to work both independently and as part of a team.

Interested candidates please drop your CVs at [teamhr@agico.com.pk](mailto:teamhr@agico.com.pk) by October 26, 2025. Please mention position title in email subject.

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