

Facilities Manager

Our international client is seeking a Facilities Manager.

JOB SUMMARY

- Manages the proper operation and maintenance for a facility buildings and grounds.
- Manages the work assignments for building technicians, vendors, and contractors.
- Manages facilities staff to deliver expected service levels to the client within the prescribed budget
- Coordinates work assignments among building technicians, vendors, and contractors.
- Reviews backlogged work orders to ensure that assignments are completed.
- Reviews price quotes for the procurement of parts, services, and labor for projects.
- Develops and maintains positive relationships with clients.
- Responds to problems in a tactful and expedient manner.
- Oversees the scheduling, maintenance, and monitoring of all heating, ventilating, air conditioning, water, electric and other systems to ensure efficient operation. Inspects facility and generates inspection reports.
- Prepares capital project budgets and operating budget reports.
- Prepares monthly operating budget variance reports. Codes accounts payable invoices to ensure correct cost center accounting classification.
- Manages various facilities projects.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Manages a work unit and/or group. Responsible for identifying training needs, tracking performance, coaching, and motivating direct reports. Responsible for hiring, terminating, compensation, and performance evaluation.

REQUIREMENTS

- Bachelor's degree (BA/BS) is strongly preferred
- A minimum of 5 years experience as a Facilities Manager in a large company
- Ability to comprehend, analyze, and interpret complex business documents.
- Ability to write reports, manuals, speeches and articles using distinctive style.
- Ability to effectively respond to sensitive issues, complex inquiries or complaints from clients, co workers, supervisor, and/or management.
- Ability to make effective presentations on general topics to an internal department, large group of employees, clients, and/or management.
- Ability to motivate employees and client groups to take desired action.
- Requires knowledge of financial terms and principles. Able to forecast and prepare budgets.
- Conduct financial/business analysis including the preparation of reports.
- Intermediate skills with Microsoft Office Suite.

Claims Analyst

Our client, a leading international insurer, invites applications from bright and ambitious claims professionals for the position of:

The successful candidate will be part of small and hardworking team where they will be mentored to develop their skills and expertise.

DUTIES AND RESPONSIBILITIES:

- Responsible for handling reinsurance, casualty, professional lines and punitive insurance claims for primary U.S. based clients
- Review and/or interpret reinsurance and insurance binders and underlying policies to determine coverage and issue appropriate written coverage analysis
- Prepare initial reports on potentially contentious claims assessing coverage, liability and damages; monitor developments
- Prepare monthly and quarterly reports for management
- Document claims payments and reserve recommendations
- Report to management on developments on high exposure claims

QUALIFICATIONS, SKILLS & EXPERIENCE:

- 2 plus years work experience in claims analysis is preferred or strong progress towards insurance/reinsurance studies
- A solid understanding of reinsurance and insurance excess and primary contracts
- Experience in reviewing and analyzing claims, conducting claims investigations and a proven ability to make effective decisions
- Bachelor's degree
- Strong analytical and organizational skills
- Proficient using Microsoft Word and Excel packages
- Ability to work on own initiative and as part of a team

Interested applicants please send a detailed resume along with two employment references to: **tshott@bes.bm**.

Close date: March 2nd, 2012