



AXIS SPECIALTY LIMITED

Executive Assistant

AXIS Specialty Limited ('ASL') is a wholly-owned subsidiary of AXIS Capital Holdings Limited, a NYSE-traded company and global provider of specialty lines insurance and treaty reinsurance with offices located in Bermuda, North America, Europe, Singapore, Australia and Latin America. We currently invite applications for the role of **Executive Assistant**.

Job Summary:

Reporting to the Chief Executive Officer - AXIS Re and working in a fast-paced, dynamic environment, the successful candidate will be responsible for handling a wide range of administrative and executive support-related tasks. The incumbent must be exceedingly well organized, flexible and highly motivated.

Key Duties & Responsibilities:

- Heavy calendar management, requiring interaction with both internal and external executives and assistants to coordinate a variety of complex executive meetings and travel schedules
- Provide administrative support to ensure the smooth flow and competent handling of required activities, including special projects
- Assist in the organization and preparation of sophisticated presentations for both internal staff and external clients, including report and presentation production (data manipulation, formatting, editing, and graphic design), data analysis, budgeting, tracking and event planning
- Perform day-to-day duties such as preparing correspondence and expense reports, maintaining a filing system, screening phone calls, handling incoming and outgoing electronic communications, and coordinating travel arrangements
- Act as liaison and relay information to internal departments and external contacts
- Assist executive with time management (i.e. prioritizing events, meetings and interviews)
- Assist in the coordination of various meetings and communicate effectively with participants
- Prioritize and manage multiple projects simultaneously and follow up on issues in a timely manner
- Exercise discretion when dealing with matters of a confidential nature

Required Skills, Qualifications & Experience:

- At least 5 years administrative experience involving a high degree of multi-tasking and changing of priorities
- Solid experience providing support to senior level personnel, preferably in the re/insurance industry
- Proficient with Microsoft Office, including Outlook, Word, Excel and PowerPoint
- Strong administrative and organization skills
- Excellent verbal and written communication skills
- Proven ability to work under pressure, meet tight deadlines, and work independently with minimal supervision
- A strong work ethic with a focus on professionalism, accuracy and attention to detail

Axis offers a competitive compensation and benefits package, and interested individuals should apply in writing, including a CV, to:

Human Resource Manager

AXIS Specialty Limited

P. O. Box HM 1254

Hamilton HM FX

Or e-mail to: BermudaRecruiting@axis.bm

Closing Date: April 10, 2012

No Agencies please