

Our client – MS Frontier Reinsurance Limited – invites applications for the position of:

## ***Corporate Operations Assistant***



Our client, MS Frontier Reinsurance Limited is a reinsurance company domiciled in Bermuda, specialising in Property Catastrophe Reinsurance on a global basis.

MS Frontier is a member of Mitsui Sumitomo Insurance Company Group (MSIG), one of the strongest general insurance groups in the world. The company wishes to recruit a Corporate Operations Assistant to join their dynamic team in Bermuda. This role reports to the Corporate Operations Manager and encompasses a wide range of duties supporting the development of operational efficiencies across the reinsurance group

### **Key roles and responsibilities will include, but not limited to:**

- Assist the Corporate Operations Manager in the coordination of activities of overseas offices in the areas of Administration, Risk Management and Compliance;
- Preparation of documents for the Board and related committees;
- Compile management information statistics for the Senior Management Team;
- Assist the Finance Team in the preparation of audited financial statistics and notes;

- Record and maintain minutes, records and files of Board, Committee and Senior Management Meetings;
- Manage the meetings schedule, travel arrangements and diaries of the Senior Management Team;
- Planning and management of Special Projects, and other routine office duties as required.

**The role of Corporate Operations Assistant is a challenging position requiring proven administration and operational capabilities. The successful candidate will need to demonstrate the following required skills and experience:**

- An advanced university degree in business or equivalent field;
- Recognized Risk Management qualification preferred;
- Demonstrable experience dealing with confidential and sensitive material for Executive and Board Directors – independent references will be required;
- Strong analytic skills and numerical aptitude which may be tested as part of the recruitment process;
- Advanced in the use of Microsoft Office products;

- Excellent verbal and written communication skills, together with the ability to work well in a small team environment and interact with all levels of management;
- Maintain the highest level of confidentiality and properly handle sensitive materials, and must be willing to work overtime and public holidays if required.

### **Please forward a detailed resume in confidence to:**

Alistair McNeish or Caroline Layzell  
PricewaterhouseCoopers Executive Search

**Email:** bermudatopjobs@bm.pwc.com

**Tel:** 441-295-2000

**Closing date:** 30 May 2012



## ***Executive Search & Selection***

**Email:** bermudatopjobs@bm.pwc.com  
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