

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.



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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

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