

AVP, Assistant General Counsel

RenaissanceRe Holdings Ltd., through its operating subsidiaries, is a leading global provider of reinsurance and insurance. Our team shares a passion for providing exceptional service, innovation, creativity and a strong belief in the entrepreneurial culture which is a cornerstone of our competitive advantage.

Reporting to the General Counsel and Secretary/Chief Compliance Officer, the AVP, Assistant General Counsel is responsible for the legal aspects of the company's filings with the US Securities and Exchange Commission and the New York Stock Exchange and assuring ongoing compliance with the US securities laws. The successful applicant will work with the securities, U.S. Uniform Commercial Code and other aspects of debt, equity and other finance matters. This individual will also provide support for legal and governance matters related to the Board of Directors and other key processes.

Responsibilities include:

- Provide principle legal support for the preparation and filing of periodic reports, proxy materials and registration statements filed by the Company with the U.S. Securities and Exchange Commission
- Provide principal legal support for the preparation and filing of "Section 16" filings with the SEC by corporate directors and officers
- Assist the General Counsel with legal and governance matters, regulatory issues and the maintenance of corporate records relating to the parent company's Board of Directors
- Assist the Chief Financial Officer with logistics and "day to day" support responsibility for legal and governance matters relating to the parent company's Board of Directors
- Draft and review Board and Board Committee minutes and other materials, and related Director communications
- Serve as the principal legal officer in respect of the Company's internal Disclosure Committee and conduct quarterly and annual due diligence procedures, including without limitation to support the SOX 404 certifications and other US securities law disclosure obligations of the Company and its principal officers.
- Prepare and review NYSE required submissions and correspondence
- Prepare for and conduct annual and special meetings of shareholders
- Manage legal matters relating to corporate shareholder services, including the transfer agent for company stock
- Actively monitor and communicate important corporate legal regulatory developments and updates to General Counsel and other members of senior management

Qualifications, Skills & Experience:

- A law degree from a leading U.S. accredited institution required
- Admitted to practice law in state of New York or Delaware
- A minimum of 7 years' experience with a NYSE listed company, with a specialization in federal securities laws and U.S. oriented corporate governance issues; or similar duration experience at a leading law firm, focused on related matters, including significant experience with the U.S. Securities Act of 1933 and the Securities Exchange Act of 1935. Related regulation, market practice and case law required
- Experience as the lead transactional attorney representing issuers with respect to periodic 1934 Act filings as well as public and private offerings of debt and equity securities in U.S. capital market executed transactions
- Meaningful experience with the U.S. Investment Advisers Act and Investment Company Act, as well as other compliance related issues
- Demonstrable experience advising company officers and directors on insider trading rules
- A proven track record of making independent decisions regarding complex legal and corporate issues
- Strong project management and organizational skills, and an ability to work effectively in a team environment as well as independently
- Excellent research, writing and analytical skills
- Strong communication skills in all aspects of media

This is a fast-paced business environment, demanding a strong work ethic and a results-oriented approach.

Written applications with Curriculum Vitae should be forwarded via e-mail to careers@renre.com or to VP Human Resources and Administration, Renaissance House, 12 Crow Lane, Pembroke HM19.

**Closing date for applications:
Tuesday, October 30, 2012**

No agencies please.

RenaissanceRe is an equal opportunity employer.