



Aeolus Re Ltd. is a Bermuda-based reinsurance and segregated accounts company that acts as the lead reinsurer for its investor segregated accounts and other reinsurers managed by its parent, Aeolus Capital Management Ltd. (“ACM”), in co-underwriting collateralized property catastrophe reinsurance and retrocession contracts. We invite applications for the following position:

Administrative Assistant

The successful applicant will provide administrative support services under the direction of the Corporate Administrator.

Duties to include:

- Administrative support to the operations and finance departments, including, but not limited to, creating correspondence, memos, corporate documents and reports; filing of paper based and electronic documents; copier projects and document assembly; setup and coordination of meetings; and proofreading documents
- Schedule weekly Operations Meetings, distribute materials and prepare meeting minutes
- Ad-hoc weekly reporting
- Assist the Senior Accountants with the preparation of monthly, quarterly and annual financial statements and posting of financial statements to investor data rooms
- Preparation of premium invoices and statements
- Bank account applications, correspondence with bank representatives and coordination with third party vendors
- Data entry into Company databases and SharePoint Document Management System
- Reception and telephone coverage as and when required
- Special projects and other tasks as may be assigned from time to time

Qualifications, Skills & Experience required:

- Bachelor's degree
- A minimum of ten years experience in a similar role, including experience in the reinsurance industry
- A self-starter with the ability to work well under pressure within a small group and to meet strict deadlines whilst producing quality work on a timely basis
- High proficiency in Microsoft Excel, Word, Access and PowerPoint as well as Adobe
- Experience in SharePoint Document Management System highly desirable but not required
- Strong written and verbal communication, organizational and time management skills are essential
- Ability to work discreetly with confidential information

Interested persons should apply in writing together with Curriculum Vitae marked “Private & Confidential” to:

The Human Resource Manager
Aeolus Re Ltd.
P.O. Box HM 1826
Hamilton HM HX
Email: recruiting@marsh.com

Closing Date: April 16, 2013

No agencies please