

Expertise

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Aeolus Re

Are you a self starter who likes working in a small team? Do you thrive in a busy, deadline driven work environment? Is your ideal employer a highly successful organization that rewards successful and hard-working employees like you? If so, perhaps you should consider a career with our client, Aeolus Re.

Aeolus Re is a Bermuda-based reinsurance company with a focus on writing property catastrophe and property retrocession business. They invite applications for the following positions reporting to the Corporate Administrator:

Administrative Assistant - Operations

The main purpose of this role is to provide administrative support for the operations team. Duties include:

- Creating correspondence, memos, corporate documents and reports
- Scheduling meetings, distributing meeting materials and preparing meeting minutes
- Entering information into company databases and a SharePoint Document Management System
- Filing, document assembly and proofreading of documents
- Performing reception and telephone coverage when required
- Special projects that will be assigned from time to time

Administrative Assistant - Finance

The main purpose of this position is to provide administrative support for the finance team including proofing of monthly, quarterly and annual financial statements for the company as well as its investor vehicles. Duties will include:

- 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
- Preparation of U.S. tax forms and reports
- Performing traditional administrative assistant duties including maintaining project control lists
- Special projects that will be assigned from time to time

Ideally, for both roles, the successful applicant will possess the following qualifications, skills and experience:

- An undergraduate degree
- A minimum of 5 years experience, ideally performing similar functions in the reinsurance industry
- High proficiency in Microsoft Word, Excel and Adobe Acrobat
- Experience with Microsoft Access and document management systems preferred

To apply please send your resume to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com.

All enquires will be dealt with in strict confidence.

Closing date: June 20, 2013