



The Transamerica companies are wholly-owned subsidiaries of AEGON N.V., an international life insurance, pension, and asset Management Company based in The Hague, the Netherlands. AEGON has businesses in over twenty markets in the Americas, Europe and Asia serving over 40 million customers across the globe. The Bermuda reinsurance group of Transamerica is responsible for all risks and operations of the Bermuda companies. This includes managing financials, risk, pricing, regulatory oversight, Board of Directors reporting, and continuing to work the Bermuda companies into the AEGON (parent company) structure. One of the other responsibilities of the Bermuda group is in structuring reinsurance transactions to increase distributable earnings for the organization.

### **Technical Assistant**

We are looking for an individual who will perform policy maintenance on an in-force block of business (TLIB). In addition, this person will work on some other reinsurance business in force (TLIB, GPre, and TIR) and provide some administrative support (including project support) to individuals on the team.

#### **Responsibilities include, but are not limited to:**

- Policy maintenance requests
- Change to investment mandates
- Annual liquidity requests from investment managers
- Pricing File Maintenance
- Analysis of reinsurance settlement statements
- Preparation of board meeting materials and agenda
- Book travel and handle expense reports for staff
- Meeting scheduling
- Maintain block of existing life insurance policies
- Vendor Payment
- Maintenance of expense cash book
- Liaise with brokers and third party administrators on routine policy maintenance requests
- Administrative Support
- Perform analysis work on quarterly settlements

#### **Required Skills & Qualifications**

- At a minimum, Associate's Degree education
- 3-5 years Life Insurance experience
- Prior insurance policy administration experience
- Basic to intermediate understanding of business skills
- Microsoft Office experience (Excel, Word, Outlook, PowerPoint)

#### **Preferred Skills:**

- Skilled at modifying and creating complex excel spreadsheets and macros
- Strong attention to detail
- Strong communication skills
- Ability to maintain confidentiality
- Ability to multi task and be deadline oriented

Applications will be held in strict confidence and should be sent by e-mail (preferred) to [recruiting@marsh.com](mailto:recruiting@marsh.com) or by mail to:

The Human Resource Manager  
Marsh IAS Management Services (Bermuda) Ltd  
P.O. Box HM 1826  
Hamilton HM HX