

BOWRING MARSH

BOWRING MARSH (BERMUDA) LIMITED

Requires an

Insurance Assistant

Bowring Marsh (Bermuda) Ltd. invites applications for the position of Insurance Assistant.

The successful applicant will provide administrative support to a department of insurance brokers. This position requires strong interpersonal skills, the ability to manage changing priorities, and experience providing support to several professionals. This is a demanding and fast-paced environment; the individual will need to be self-motivated, responsible, proactive, energetic, and highly organized. The ability to work independently and within a team is essential. Attention to detail and accuracy is absolutely critical as are superior written and oral communication skills. Demonstrated experience working in both Lotus Notes and Microsoft environments as well as daily use of e-mail is required. Familiarity with insurance submissions, quotes, binders and policies is a plus.

Interested persons should apply in writing together with resume marked "Private and Confidential" to: recruiting@marsh.com or by mail to:

Human Resources Department
Bowring Marsh (Bermuda) Ltd.
P.O. Box HM 2444
Hamilton HMJX

Closing Date: September 21, 2013
No Agencies or Telephone Calls Please



Marsh is the risk and insurance unit of Marsh & McLennan Companies