



Executive/Technical Assistant

Markel Bermuda Limited has an opening for an Executive/Technical Assistant in the Property Insurance Department. The successful applicant will provide technical and administrative support to the Property Insurance Department and will report to the Chief Underwriting Officer.

Duties and Responsibilities:

- Provide administrative assistance to the CUO, including coordination of schedules, marketing activities, and other administrative functions;
- Information, data and file management including logging new submissions and renewals in the underwriting system;
- Monitor submission activity and coordinate document processing;
- Preparation and issuance of binders, policies, slips and endorsements as directed by underwriters;
- Load data from spreadsheets into pricing models;
- Policy and file maintenance;
- Support underwriters on accounting and claims issues;
- Follow-up with brokers for outstanding items;
- Coordination of client and departmental meetings and schedules;
- Maintenance of diary system;
- Travel coordination and processing expense claims;
- Coordinate with property underwriting units in Bermuda, London and the U.S.;
- Ability to fill in for other administrators during scheduled or unscheduled absences, as needed;
- Scheduling and coordination of marketing events and conferences;
- Preparation of power point presentations;
- Perform a range of general administrative duties, ensuring efficient office operation;
- Maintain databases or departmental systems, and pull reports accordingly, as directed.
- Initiate, draft and revise documents and correspondence;
- Respond to internal and external queries, following up with action as required;
- Review documents, instructions, policies and the like for completeness and compliance;
- Assist with special projects as required.

Qualifications and Experience:

- 2 – 5 years experience in an insurance/reinsurance environment and/or related business degree; Designations (or progress towards) a plus;
- Proficient with Microsoft Excel, Microsoft Word and PowerPoint;
- Consistent attention to detail with ability to work to deadlines, accuracy is a must;
- Excellent communication skills including a strong command of the English language both written and spoken;
- Self motivated with high level of energy.
- Ability to work at own initiative within a team environment.

Interested persons should apply in writing together with Curriculum Vitae marked Private and Confidential by October 29, 2013 to:

Human Resources
P. O. Box HM 2565
Hamilton HM KX
E-mail: careers@alterra-bm.com