



Aeolus Capital Management Ltd. (“ACM”), which serves as the manager of the Aeolus Property Catastrophe Funds and the insurance manager for its subsidiary, Aeolus Re Ltd. (“Aeolus Re”, and together with ACM, the “Company”) and its segregated accounts, and other investor vehicles that provide fully collateralized property catastrophe protection to insurers and reinsurers on a global basis seeks an

Administrative Assistant

Under the direction of the Manager of Corporate Administration, the successful applicant will provide administrative support primarily to the Company’s asset management segment and, as required, to the other segments of the Company’s business. Duties to include, but not be limited to:

- Assisting with the preparation of capital raise and related investor documents
- Assisting with the maintenance of the Company’s confidential data rooms
- Assisting with the updating of ACM’s operational due diligence questionnaire, preparation for operational due diligence meetings and maintaining, organizing and responding to related follow up requests
- Maintaining records for the Company utilizing databases and SharePoint Document Management system
- Running reports, memos, corporate documents and correspondence
- General administrative tasks including filing, document management, proofing of documents and office management
- Special projects, reception duties and other tasks as required

Qualifications, Skills & Experience required:

- Bachelor’s degree
- A minimum of ten years of experience as an administrative assistant (five of which must have been with a reinsurance company or asset manager) during which time the applicant’s responsibilities have consistently grown
- Ability to manage assigned tasks with minimal supervision
- Ability to work well in a demanding and fast-paced environment and to meet strict deadlines
- High proficiency in Microsoft Word, Excel, Access and PowerPoint as well as Adobe
- Experience in SharePoint Document Management System highly desirable but not required
- Strong written and verbal communication skills
- Excellent attention to detail with strong organizational and time management skills
- Ability to work discreetly with confidential information

Bermudian or Spouse of Bermudian is preferred. Interested persons should apply in writing together with Curriculum Vitae marked “Private & Confidential” to:

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

Closing Date: August 21, 2015

No agencies please