



## Executive Assistant

Enstar Limited, a wholly-owned subsidiary of Enstar Group Limited, a Nasdaq listed company which acquires and manages insurance and reinsurance companies, is seeking an **Executive Assistant**. The successful applicant must have at least 5 years previous experience in a similar position. Previous experience with Sabre travel system would be an asset. The successful applicant must have solid communication, organizational skills with the ability to work on their own initiative while meeting deadlines.

### **The main responsibilities of the position are as follows:**

- Provide administrative support to the executive and other members of the management team as required including calendar management, producing reports, memos, letters, arranging meetings and preparing presentations.
- Organize and maintain executive/ management records and files
- Prepare monthly corporate and personal expense reports in accordance with established procedures
- Assist with arranging all aspects of travel including flights, accommodation and ground transportation both locally and overseas in accordance with established procedures
- Assist with logging all travel, transportation and accommodations
- Prepare travel summaries to include e-tickets, hotel and transportation confirmations
- Act as backup for travel team as required
- Any other related task as assigned by management
- Ability to work additional hours including weekends and public holidays as necessary

Please apply in writing enclosing a detailed resume no later than November 23, 2015.

**Human Resources**

**Enstar Limited**

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**or careers.bm@enstargroup.com**