



Administrative 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 **Administrative Assistant**. The successful applicant must have at least 5 years of administrative experience, preferably in a corporate environment. In addition, the successful applicant must have solid communication, organizational and interpersonal skills. They must also have the ability to multi-task and be detailed oriented.

The main responsibilities of the position are as follows:

- Provide administrative support to management as required including, preparing presentation/board materials, filing, by-hands, preparing files for records retention and running company errands
- Prepare and modify documents including correspondence, reports, memos and emails
- Monitor stationary levels and order supplies
- Promptly answers and screens calls to established standards and take and retrieves messages for various personnel
- Greet and direct visitors and monitor visitor access
- Receive, sort and forward incoming mail including faxes
- Any other related tasks as requested by management
- The ability to communicate in an effective and professional manner with both senior management and internal and external clients
- 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
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or
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