

## **AON (BERMUDA) LTD.**

**requires a**

### **TECHNICAL ASSISTANT**

Aon (Bermuda) Ltd. provides clients with specialist insurance and reinsurance broking and consultancy services. We are seeking to employ a Technical Assistant to provide support to the Professional Services Group brokers.

#### **Position responsibilities:**

- Provide technical and administrative support to the team while working alongside other departments.
- Prepare client invoices and ensure premium payments to carriers are timely and correct.
- Track premium receivables and outstanding cash balances.
- Populate a variety of databases.
- Assist in creating presentations and management information statistics.
- Coordinate and administer systems and processes.
- Ensure accuracy of documentation.
- Assist on the management of any assigned accounts.

#### **Position requirements:**

- College degree.
- A minimum of two years' experience in a similar role preferred, however not essential.
- Working Knowledge of insurance preferable.
- Ability to be a clear and capable communicator with underwriters and colleagues.
- Motivated self-starter while being an effective team player with ability to use own initiative and effectively manage changing priorities.
- Strong organizational and interpersonal skills.
- Excellent computer skills, specifically in Excel, Word, Outlook and PowerPoint.
- Proficiency in mathematics.
- High degree of accuracy and attention to detail.
- The ability to work beyond normal business hours as required.

The Company offers an attractive compensation and benefits package commensurate with qualifications and experience.

Applications must include a detailed resume with references, submitted under confidential cover to:

**Human Resources**  
**Aon (Bermuda) Ltd.**  
**P.O. Box HM2450, Hamilton HM JX**  
**E-mail: [aonbdahr@aon.com](mailto:aonbdahr@aon.com)**  
**Telephone: 441-295-2220 or Fax: 441-295-3480**

**Closing date for applications: July 8, 2016**