



Senior Human Resources Administrator

Enstar Limited, a wholly-owned subsidiary of Enstar Group Limited, a Nasdaq listed company which acquires and manages insurance and reinsurance companies is seeking a Senior Human Resources Administrator. This position will appeal to a well-organized and experienced individual. The position will require the individual to work on their own initiative, meet strict deadlines and work additional hours including weekends and public holidays as necessary.

The main responsibilities of the position are as follows:

Share Program:

- Setup and administer changes to employee accounts in AST
- Manage deployment and acceptance of new awards to employees
- Setup new award data in AST (grant info, award types, vesting schedules etc)
- Ensure timely and accurate recording of vesting, exercise and forfeiture activity
- Liaise with local payroll departments for Employee Share Purchase Program (ESPP) deductions and employee tax withholdings
- Manage two annual enrolment periods for ESPP
- Liaise with AST for issuing shares to employee accounts under ESPP
- Answer FAQ's from employees with respect to their grants and ESPP participation
- Regularly liaise with HR, Payroll, Tax, Finance, Office of Corporate Secretary
- Reconcile transfer agency's "book entry" account with AST's ESP/SOARS system
- Maintain quarterly activity roll-forwards by award types
- Maintain workflow and internal controls documentation, including acting as Preparer for certain SOX controls
- Primary responsibility for relationship with our outsourced Share Admin provider, AST
- Respond to audit queries on providing support for award activity
- Assist in preparing Proxy disclosures
- Assist in burn rate calculations and other ad-hoc work in support of ISS/Glass Lewis relationships
- Assist in preparing materials for the Compensation Committee.
- Maintain official repository of award agreements and support for award activity (vestings, forfeitures etc.)

Bermuda HR:

- Assist with all aspects of the recruitment, onboarding and termination process
- Conduct new-employee orientations program
- Assists with the annual performance review process
- Review monthly health insurance and social insurance billings for accuracy, codes in advance of payment and resolve discrepancies with carriers as required.
- Maintain employee records on the Human Resource Information System
- Enroll employees in mandatory training courses and keep systems up to date.

Qualifications:

- Bachelor's degree with 3 years of Human Resources experience in a corporate environment
- Designation in HR would be an asset
- Previous experience and knowledge of share base compensation programs and experience in administering a global Employee Share Purchase Program required
- Solid knowledge of HR best practices and local employment legislations
- Strong organizational, interpersonal, communication, team skills and good customer service orientation
- Keen attention to detail with the ability to problem-solve and multi-task

Please apply in writing enclosing a detailed resume no later than November 14, 2016 to:

**Human Resources
Enstar Limited
P. O. Box HM 2267
Hamilton HM JX
441 292-3645**

or

careers.bm@enstargroup.com