



BOWRING MARSH (BERMUDA) LTD.

Requires a Client Services Coordinator

Bowring Marsh (Bermuda) Ltd. is seeking applicants who are highly organized, diplomatic and possess superior customer service skills for the position of Client Services Coordinator. The successful candidate will be responsible for coordinating various Client and Insurer related meetings and activities along with general administrative functions.

Duties and Responsibilities include, but are not limited to:

- Scheduling and confirming Insurer meetings
- Arranging client hotel accommodations, local transportation and leisure activities
- Arranging restaurant reservations and ordering in office catering from vendors
- Preparing a weekly visitor schedule for distribution
- Reception desk duties, as required
- Processing accounts payable items
- Ordering of office supplies
- Archiving of aged Client files

Additional Skill Requirements:

- This is a demanding and fast-paced environment; the individual will need to be self-motivated, diplomatic, responsible, proactive, energetic, accountable, and highly organized.
- A professional demeanor allied with strong interpersonal skills is essential.
- Experience working in a business environment, especially the insurance industry would be an asset.
- Experience within a similar role would be an asset.
- Must be able to multi-task, be able to manage changing priorities, be analytical, an effective problem-solver, and meet deadlines.
- Must be able to work independently and within a team.
- Must possess superior written and oral communication skills.
- Demonstrated ability to maintain confidentiality.
- Must be proficient in using Microsoft Office platform.
- Knowledge of Lotus Notes would be an asset.

Interested persons should apply in writing together with resume marked "Private and Confidential" to: recruiting@marsh.com or by mail to:

**Human Resources Department
Bowring Marsh (Bermuda) Ltd.
P.O. Box HM 2444
Hamilton HMJX**

**Closing Date: December 9th, 2016
No Agencies Please**

Marsh is the risk and insurance unit of Marsh & McLennan Companies