

PARALEGAL

Athene Holding Ltd. and Athene Life Re Ltd. a leading long term reinsurer based in Bermuda, has an exciting opportunity available for an experienced compliance paralegal to join our busy team in a full-time role.

Duties may include but are not limited to:

- Working at the direction of senior lawyers and other members of the Legal Department to provide support with all compliance and regulatory issues;
- Drafting various legal documents, assisting with policy compliance, and checking legal forms for accuracy;
- Assisting with the coordination of notifications and regulatory filings with the Bermuda Monetary Authority;
- Preparing reports and maintaining a database of legal and compliance obligations;
- Assisting with internal and external audit requests;
- Assistance in administering global training program, prepare tailored training materials, track participation, and manage training projects and rollouts;
- Assistance with updating company policy documents and managing dissemination across the organization;
- Tracking various compliance policies, programs, and requirements and assist in developing compliance programs;
- Conducting regulatory research;
- Tracking changes to laws and regulations applicable to the company's compliance obligations;
- Disseminating regulatory and legal compliance updates internally, as required;
- Performing clerical tasks in support of routine filings and related compliance functions;
- Providing specific paralegal assistance in support of the Compliance/Legal functions as required; and
- Performing other related duties as needed.

Knowledge, Skills and Experience required:

- Minimum of five years' experience as a corporate and/or compliance paralegal;
- Related Professional Designation or Certification preferred;
- Familiarity with administering compliance requirements for a reinsurance organization;
- Experience developing and managing internal policies, positions and processes and communicating them to internal stakeholders;
- Superior computer skills including advanced knowledge of Outlook, Microsoft Word, Excel and Powerpoint;
- Superior research skills with the ability to work on own initiative;
- Excellent verbal and written communication skills, including excellent attention to detail;
- Must exercise discretion and confidentiality in all matters;
- Experience with, exposure to, or desire to learn supporting an ethics and compliance program; and
- Self-monitors due dates in order to meet internal and external deadlines.

We are looking for a friendly, dedicated team player with a passion for the industry. You will have the opportunity to work with a great hardworking team where you can expect to expand your skills and knowledge within this busy industry.

The Company offers an attractive salary and benefits package commensurate with the position.

If you are looking for a challenging opportunity in a team environment, we invite you to submit your application, including a detailed resume to HRBDA@athene.bm (reference: Compliance Paralegal). All resumes will be treated in complete confidence.

Closing date for applications: December 9, 2016

Athene Holding Ltd. | 96 Pitts Bay Road | Pembroke HM 08 | Bermuda

Tel: 441 279 8400

No phone enquiries please.