



Corporate Events & Travel Coordinator

Validus Holdings, Ltd. ("Validus") is a holding company for reinsurance and insurance operating companies and investment advisors including Validus Reinsurance, Ltd. ("Validus Re"), Talbot Holdings Ltd. ("Talbot"), Western World Insurance Group, Inc. ("Western World") and AlphaCat Managers, Ltd. ("AlphaCat").

We are actively seeking a Corporate Events & Travel Coordinator to coordinate our corporate events and travel in addition to a broad variety of administrative support. Reporting to the AVP, Group Administration, the successful candidate will also be responsible for the following:

- Coordinate Validus Holdings Board & Committee Meetings including organizing travel, sourcing/coordinating tour arrangements and negotiate hotel, catering and dinner contracts both in Bermuda and overseas;
- Coordinate Key Executive management meetings including organizing travel, sourcing/coordinating tour arrangements and negotiate hotel, catering and dinner contracts overseas
- Manage event registration process including event details, invitations and badges for all related events;
- Coordinate all private air arrangements and related ground transportation;
- Reconcile and arrange payment for all related events;
- Manage the reservation process and facilities for the Corporate Apartment;
- Reconcile and arrange payment for all Corporate Apartment related invoices;
- Communicate and liaise with Validus clients, employees, management and Board Directors, taking action where necessary;
- Provide administrative support to the AVP, Group Administration on travel, projects and events as required;
- Maintain confidentiality of all corporate, personal and research matters;
- Prepare emails, reports, presentations and general correspondence as required;
- Other duties as required.

The successful candidates will meet the following requirements:

- 5+ years in a similar capacity;
- High school Diploma or equivalent;
- A strong sense of attention to detail;
- Proficiency with the Microsoft Office Suite of applications;
- Proven organizational and timekeeping skills and a strong sense of attention to detail are essential;
- The ability to deal effectively and courteously with clients and colleagues, and to exercise discretion and confidentiality in all matters;
- Excellent verbal and written communication skills;
- Must be able to work outside of normal office hours including evenings, weekends and public holidays as needed.

If your experience and ambition matches the above criteria, please send your resume and covering letter highlighting your experience as relevant to the role to:

Human Resources
Attention: Tammy Barclay
Validus Services (Bermuda) Ltd.
Suite #1790 48 Par-la-Ville Road
Hamilton HM 08
Email: recruiting@validusre.bm
Fax: 441-278-9091 or Telephone: 441-278-9000

Applications must be received by close of business on April 14, 2017.

For additional information, please visit our website: w.validusholdings.com