

ADMINISTRATIVE OFFICER

Legal & General Resources Bermuda Limited (LGRB) is the employer of Legal & General Reinsurance Company Limited (L&G Re), the global reinsurance hub of Legal & General Group PLC, a leading financial services company and one of the largest life insurers in the UK. L&G Re are seeking to hire a self-motivated professional Administrative Officer who has strong organizational skills to join the Bermuda team.

The Administrative Officer will be responsible for providing administrative services including office, facility administration and human resources services. Responsible for organizing and coordinating office operations and procedures to ensure effectiveness and efficiency.

Key responsibilities include:

- Full Outlook diary and calendar management services to designated management team
- Organization of travel, accommodation and full meeting requirements
- Management facilities, including maintaining office equipment and supplies, corporate apartments, petty cash and building access
- Administration of team invoice approval and processing
- Management and oversight of office health and safety policies
- Administering Employee Files and Reports
- Provide administrative and clerical support to Head of Human Resources and EA to CEO
- Co-ordinate recruitment throughout the company through management of a recruitment process including processing work permits
- Other administrative tasks and duties as assigned

Education, skills and experience:

- Highly efficient with Microsoft products, specifically Excel and PowerPoint
- Proven success in a similar role with a minimum of 5 years' experience
- Energetic and organized, possessing the ability to work efficiently, calmly and in a professional manner under pressure of multiple deadlines
- Self-motivated, detail oriented with excellent organizational skills with high degree of accuracy and attention to detail, accountability and sense of urgency
- Ability to work on own initiative as part of a small, busy team, possessing a strong work ethic and a can do attitude
- College Degree or some post-secondary education would be beneficial
- Strong interpersonal and analytical skills with the ability to communicate professionally at all levels of the organization as well as with external vendors

We offer an excellent benefit and compensation package, commensurate with experience.

Applications will be treated in the strictest confidence and should be in writing with full resume, cover letter and references sent to:

Head of Human Resources
Legal & General Reinsurance Company Limited
Crown House
4 Par-La-Ville Road
Hamilton HM 08

Or email us at careers@landg.bm

Closing Date: 24th July 2017