



We're writing the future of risk. Come join us.

Hamilton Re is the Class IV Bermuda reinsurer of Hamilton Insurance Group, the Bermuda-based holding company for insurance and reinsurance operations that underwrite property and casualty risks in Bermuda, the United States and at Lloyd's. Our company leverages analytics and research to create underwriting and investment value for our clients and shareholders.

We're looking for an Office Administrator

Reporting to the Assistant Vice President, Administration Officer, this professional will provide administrative support to senior management and assist with general office functions. In doing this and other tasks, you must also want to push the limits of your knowledge and skills. We at Hamilton Re are serious when we say we're writing the future of risk; and we need truly ambitious professionals to help us shape that future for our industry.

What you will help us do

In keeping with the aforementioned overarching responsibilities, you will be asked to carry out a number of specific actions:

- Assist the AVP, Administration Officer with business travel arrangements, ground transportation, Board meeting preparations, event support, vendor relations and general office management;
- Reconcile corporate credit cards for payment and assist with expense reports;
- Maintain document systems and manage office supplies;
- Organise meetings, appointments and use of meeting rooms;
- Review invoices and submit to finance for payment;
- Provide support with the reception desk and related responsibilities as required; and
- Ad hoc projects and assignments as required.

What you require for the job

- A minimum of five years' experience in a similar administrative role
- Strong verbal and written communication skills
- Proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint, in particular)
- Exceptional organisation and prioritisation skills
- Ability to multitask and meet changing deadlines
- Self-directed and able to complete projects with minimal supervision
- Ability to thrive in a high-performing, collaborative environment
- Ability to work outside of business hours, as required

Potential candidates will be invited to participate in technical interviews that will delve into their capacity for professional business communication.

Beyond asking you to take all these actions and fulfill these requirements, we will ask you to Be smart, Be sensible, Be open and, above all else, Be more—strive harder, reach further, never give up. These First Principles are the intellectual and moral compass of everyone at Hamilton. They shape the way we build our team, the way we work and the way we will prosper.

STRONG REFERENCES REQUIRED

Interested persons should apply no later than
Friday, September 15, 2017 and direct their application to:

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