



Executive Assistant

Job number: 11006198

Close Date: January 17, 2018

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MAXIMIZE your opportunity

We are looking for an Executive Assistant to support the Global Chief Actuary. The successful candidate will work 5 days per week (5 – 6 hours per day).

In this role, you will be responsible for handling a wide range of administrative and executive support tasks. You are an Executive Assistant who is tactful, exercising discretion in the handling of highly confidential details while being adaptable to change.

Your bright, outgoing professional demeanor and approachable personality allows you to leverage your organizational, collaborative and diplomatic skills that play a pivotal role in the success of the Global Chief Actuary.

What will your essential responsibilities include?

- Providing heavy calendar management by working with internal and external executives and assistants to coordinate a variety of complex meetings and video conferences.
- Coordinating travel arrangements including booking flights, hotels, car service and preparing Travel and Expense reports by collecting and organizing expense receipts, etc.
- Preparing, proofing, revising and distributing spreadsheets, PowerPoint presentations, organizational charts, binders and other correspondence.
- Planning all aspects of team events and meetings, including venue and vendor selection and management, travel arrangements and agenda formulation.
- Prioritizing and managing multiple projects simultaneously while following through on open issues in a timely manner.
- Tracking deliverables and helping drive key projects to completion by following up on outstanding items.
- Performing general office support functions: answering phones, screening calls, taking messages, scanning documents, sorting and reviewing incoming mail and ordering supplies.
- Coordination and support of departmental initiatives.
- Providing ad-hoc project assistance and other duties, as needed.

You will report to the **Global Chief Actuary**.

UNLEASH your opportunity

We're looking for someone who has these abilities and skills:

- Bachelor's degree and ten (10) years in an executive-level administration role preferred; degree and experience requirement may be substituted for with an equivalent combination of skills and related experience.
- Experience supporting senior executives in a fast-paced, adaptable and collaborative organization.
- Excellent calendar management skills with experience coordinating complex executive meetings. Prior experience planning meetings for global teams.
- Technical skills: Expert proficiency in Microsoft Office Suite, with a particular emphasis on Excel for budgeting and PowerPoint for presentations.
- Strong verbal and written communication skills with the ability to positively and effectively converse with key internal and external stakeholders at all levels of the organization.
- Exceptional organizational and proofreading skills with the ability to multi-task and prioritize work streams.
- A passion for exceptional results: Proactively and collaboratively approaching tasks and projects anticipating needs, adapting to changes by thinking quickly and prioritizing with minimal direction working under tight deadlines.

Interested in this role?

Please email your application to: bermudahumanresources@xlcatlin.com or send to XL Catlin, O'Hara House, One Bermudiana Road, Hamilton, HM 08 (PH) 292-8515

Be sure to:

1. Include the Job Number and Title in the email subject.
2. Attach your current resume/CV to the email.
3. Send your email before the posting closes (date listed above).

DISCOVER your future

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