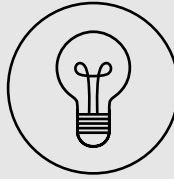




The BF&M difference?  
Insurance the way  
it should be.



STRONG

PROGRESSIVE

GROWING

Founded in 1903, the BF&M group of companies operates in Bermuda, Halifax and across the Caribbean. We take great pride in helping our customers protect what matters most, as well as giving back to the communities in which we work. We have the highest financial strength ratings in the markets in which we operate and can offer competitive compensation packages along with comprehensive benefits.

## Customer Liaison and Office Co-ordinator

Reporting to the VP, Life Insurance, the Customer Liaison and Office Co-ordinator is responsible for providing front office reception and client meet and greet services for the Sun Life contracted relationship and other BF&M clients as appropriate. This role will also support the VP, Life Insurance with ad hoc duties and provide broad and general administrative support to the wider agent team and business development associate roles.

### Job duties and responsibilities:

- Provide a welcome and reception service to clients of our partner Sun Life as well as BF&M
- Manage premium collections and reconciliation each day
- Deal with customer inquiries and handle general product queries
- Ensure cash register reconciliation for daily collection and bank deposits
- Daily scanning and e-mail of financial information with business partners
- Act as liaison between our partner Sun Life and local banking institutions
- Manage the completion of forms pertaining to policy changes
- Assist in the completion of Loan, Surrender, Dividend Request, Beneficiary Change and other forms as required
- Generate business partner policy summaries upon request
- General office administration duties inclusive of ordering office supplies, maintaining filing systems etc.
- Assist the VP, Life Insurance with any ad hoc projects, tasks or other matters as requested

### Skills and experience:

- A Bermuda Secondary Certification (BSC) or equivalent is required
- A passion for the customer and one whom enjoys interaction with people
- A minimum of 3 -5 years' experience in an administrative assistant or similar capacity
- Sound knowledge of running a general office and equipment
- Highly organized, with the ability to manage multiple priorities
- Effective communicator, through all mediums with excellent writing skills
- Proficient in Microsoft Office suite
- Must enjoy working in a fast-paced, collaborative environment with minimum supervision

### Closing date: Friday, February 23, 2018

Interested applicants should apply in writing with a resume to [bfmjobs@bfm.bm](mailto:bfmjobs@bfm.bm) or to Human Resources Generalist, BF&M Limited, P.O. Box HM 1007, Hamilton HM DX.



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