



AON (BERMUDA) LTD.

requires a

TECHNICAL ASSISTANT

Aon (Bermuda) Ltd. provides clients with specialist insurance broking, reinsurance expertise and consultancy services. We are seeking to employ a Technical Assistant to provide support to the Casualty Brokerage Unit.

Position responsibilities:

- Provide technical and administrative support to the team while working alongside other departments.
- Prepare client invoices and ensure premium payments to carriers are timely and correct.
- Track premium receivables and outstanding cash balances.
- Populate a variety of databases.
- Assist in creating presentations and management information statistics.
- Coordinate and administer systems and processes.
- Ensure accuracy of documentation.
- Assist on the management of any assigned accounts.

Position requirements:

- College degree.
- A minimum of two years' experience in a similar role preferred, however not essential.
- Working knowledge of insurance preferable.
- Ability to be a clear and capable communicator with underwriters and colleagues.
- Motivated self-starter while being an effective team player with ability to use own initiative and effectively manage changing priorities.
- Strong organizational and interpersonal skills.
- Strong computer skills, specifically with Microsoft Office Software, such as Excel, Word and PowerPoint.
- Proficiency in mathematics.
- High degree of accuracy and attention to detail.
- The ability to work beyond normal business hours as required.

The Company offers an attractive compensation and benefits package commensurate with qualifications and experience.

Applications must include a detailed resume with references, submitted under confidential cover to the:

**Human Resources Department
Aon (Bermuda) Ltd.
P.O. Box HM 2450
Hamilton HM JX
Email: aonbdahr@aon.com
Telephone: 441-295-2220**

Closing date for applications: November 15, 2018

Empower Results