

VALIDUS RE

Human Resource Manager

Validus Re is the global brand used by the companies of Validus Reinsurance, Ltd. Headquartered in Bermuda, Validus Re is a global provider of short-tail lines of reinsurance including property catastrophe, property pro rata and property per risk, as well as marine and energy, and other specialty lines. Validus Re operates from six offices internationally with highly-rated capital and specialized local knowledge. Validus Re is a member company of AIG.

The Human Resource (HR) Manager is a business partner and trusted advisor who works closely with employees and management.

Responsibilities will include but are not limited to:

- Managing the full cycle of recruitment, locally and overseas, along with Immigration processing when required and onboarding new staff
- Provide HR consulting, coaching and counseling to managers and employees on any complex/high level HR related matters.
- Develop and maintain policies, procedures and the Employee Handbook ensuring timely and clear communication for all HR initiatives
- Maintenance employee records for Bermuda, ensuring compliance with local employment law and internal policies
- Management and other reporting

The successful candidate will meet the following requirements:

- A minimum of 8 years of progressive experience in a similar position
- Extensive knowledge regarding employment legislation, best practice procedures and local HR compliance requirements. Must have a thorough understanding of the Bermuda Immigration and Employment Act policies and procedures, experience with C.U.R.E. reporting and other employment surveys.
- HRIS experience required, Workday preferred
- Prior supervision experience is highly preferred
- Must possess excellent verbal, written, interpersonal, presentation and leadership skills and sound organization skills
- The ability to deal effectively and courteously with clients, and to exercise discretion and confidentiality in all matters is a must
- Must possess a professional attitude and approach, including the ability to work independently, exercising judgment and initiative.

If your experience and ambition matches the above criteria, please send your resume and covering letter highlighting your experience as relevant to the role to:

Human Resources
Validus Services (Bermuda) Ltd.
Suite #1790 48 Par-la-Ville Road
Hamilton HM 11
Email: recruiting@validusre.bm
Fax: 441-278-9091

Only Bermudians, PRCs or Spouses of Bermudians need apply. **All applications must be received by close of business on February 13, 2019.**

To learn more, visit www.validusre.com