



American International Company Limited

Invites applications for the position of:

Paralegal & Corporate Administrator

American International Group, Inc. (AIG) is a leading international insurance organization serving customers in more than 80 countries and jurisdictions.

We are seeking applications for a Paralegal and Corporate Administrative support to Fortitude Re's legal and compliance team. This position will be a direct report to the General Counsel of Fortitude Reinsurance Company Ltd. ("Fortitude Re") and will be based in Hamilton, Bermuda.

Your primary responsibilities will include:

- Assists attorneys in preparation of legal documents (contracts, correspondence, board books, etc.).
- Investigates and assists in responding to regulatory inquiries, exams, administrative audits/reviews.
- Prepares legal reporting such as quarterly legal expense reports, holding company reports, matter list reports and status reports.
- Assists in preparing and assembles presentations and materials in support of various company activities including management, board and regulatory meetings.
- Assists in conducting legal and regulatory due diligence.
- Assists with legal entity incorporations.
- Support statutory and regulatory compliance and supporting corporate transactions and board and committee processes including:
- Convene and hold, as required, all meetings of the Board of Directors/Committees, and shareholders; attend such meetings and provide advice on corporate secretarial matters as necessary; record and draft minutes of such meetings and draft written resolutions when required.
- Act as Secretary or Assistant Secretary to the company as required.
- Maintain in a timely manner corporate records according to the requirements set out by the Bermuda Companies Act 1981, Insurance Act 1978 and any related or relevant legislation, rules or acts.
- Assist with amendments to the constitutional documents of each company as required, e.g., increases and reductions of share capital, company name changes, amendments to the Bye-Laws and/or the Memorandum of Association/Incorporating Act;
- Collate Board and Committee materials through meeting binders or portal.
- Assist with the opening of bank accounts and the execution of bank-related documentation.
- Make applications to and file statutory documents with Bermuda regulatory authorities as may be necessary.
- Ensure that annual company, business, filing and license fees are paid to regulatory authorities on a timely basis in accordance with the relevant legislation.
- Maintain the Register of Members, Register of Directors and Officers and Minute book for each company.
- Develop technical knowledge and practical capabilities through participation in internal training events and webinars.

Qualifications:

- Strong organizational skills, be attentive to detail, be able to work with minimal supervision (after appropriate training), as well as be able to work well as part of a team. Experience in corporate law department or law firm and/or paralegal certificate is a plus.
- Minimum 5 years corporate legal experience working in a corporate secretarial or corporate administrative role and/or certification in Corporate Secretarial Practice, or a relevant certificate from the Institute of Chartered Secretaries and Administrators.
- Working knowledge of the Bermuda Companies Act 1981 and Insurance Act 1978 and statutory regulations relating to the administration of re/insurance and holding companies in Bermuda.
- Ability to meet tight deadlines with minimum supervision.
- Proficiency in Microsoft Office applications e.g. Word, Power Point, Excel and Outlook.
- Strong organizational, time management and decision-making skills.
- Excellent verbal and written communication skills.
- Willingness and ability to work outside normal office hours when required.

We offer a competitive salary and benefits package, which will reflect your technical expertise and experience.

**A detailed résumé should be sent in confidence to:
Human Resources Generalist
American International Company Limited
P.O. Box HM 152, Hamilton HMAX
or email bermudarecruiting@aig.com**

Applications must be received by April 4, 2019

American International Company Limited is an Equal Opportunity Employer