



## **AON INSURANCE MANAGERS (BERMUDA) LTD.**

requires

### **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 Property Brokerage Unit.

#### **Position responsibilities:**

- Provide technical and administrative support to the broking team.
- Prepare client invoices.
- 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:**

- Strong organizational and interpersonal skills.
- Motivated self-starter while being an effective team player with ability to use own initiative and effectively manage changing priorities.
- Strong computer skills, specifically with Microsoft Office Software - Excel, Word, PowerPoint. Knowledge of Power BI and Access are an asset.
- Proficiency in mathematics.
- High degree of accuracy and attention to detail.
- Experience in a similar role preferred, however not essential.
- Working knowledge of insurance preferred, however not essential.
- Flexibility 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, submitted under confidential cover to:

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

Closing date for applications: February 24, 2020

**Empower Results**