



## Executive Assistant, Team Leader

### About Hiscox Re & ILS

The reinsurance division is made up of our underwriting platforms across London and Bermuda, writing reinsurance risks around the world. Our team of circa 100 curious and collaborative individuals are committed to providing top quality service to brokers and clients across a broad range of reinsurance products. We protect our client's assets against natural and man-made disasters, covering everything from earthquake and hurricane damage to cyber, malpractice and terror attacks around the world. Our approach is simple, we set out to partner with our customers to help solve the problems that will deliver real value; and have an unwavering focus on matching the right blend of innovation and dependability to meet our customer's ever evolving needs. Our focused and discerning underwriting approach is complemented by a commitment to world class service, and the ability to offer creative solutions to complex problems. We know our people are our biggest asset so finding and retaining top talent is crucial to achieving our vision of **One Team, Unlocking Capital, Pioneering Risk.**

### The Role:

We are looking for an exceptionally organized, agile and dynamic Executive Assistant, Team Lead with executive support experience. Preferably this candidate has worked with an international company and has experience managing a team of administrative professionals.

### Key Duties & Responsibilities:

Full Administrative support for the CEO and CFO, with the following duties, but not limited to:

- Manage extensive and complex calendar, including meeting planning, scheduling, and preparation of meeting logistics
- Manage travel reservations (domestic and international)
- Process expense reimbursements and invoices
- Screen and prioritize mail and incoming telephone calls; respond to inquiries and resolve issues requiring attention
- Prepare, and/or compose, proofread, and distribute written documents such as email, agendas, reports, meeting minutes and various other materials
- Stay abreast of annual and multi-year strategies and on-going initiatives, specifically those sponsored by the Executive Team

Manage a team of executive assistants including:

- Set, deliver and manage performance objectives for Executive Assistants to ensure both optimal coverage and on-going development of the EA staff
- Execution and enforcement of standard policies, practices and procedures
- Management of recruitment process for Executive Assistants
- Co-ordination of assignments and coverage for the team
- Manage and execute monthly EA meeting

### Minimum Requirements:

- Bachelor's degree
- A minimum of five to seven years of previous relevant experience supporting executives
- Prior management experience is required and previous proven ability to interact with all levels of the organization, as well as external clients and vendors
- Maintain a professional attitude under pressure with the flexibility to adapt to changing priorities in a deadline driven environment
- High Proficiency in Microsoft Office, especially a mastery of Outlook, with demonstrated expertise in Word, Excel, and PowerPoint
- Must be detail-oriented, have strong problem solving and organizational skills
- Exceptional interpersonal and time management skills
- Self-starter with strong sense of ownership and involvement is critical
- Excellent written and verbal communication skills
- Maintain a high degree of confidentiality at all times

**Closing Date: August 5, 2020**

### How to Apply

- Email your résumé to [bdajobs@expertise.bm](mailto:bdajobs@expertise.bm) OR
- In writing to 8 Par-la-Ville Road, Mintflower Place, 2nd Floor, Hamilton, HM08 | 296-0336
- A member of the Expertise Recruitment team will follow-up in due course



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