



VALIDUS RE

Corporate Secretary/Paralegal (Two Positions)

Our clients, AIG Re and Validus Re are seeking experienced Corporate Secretary/Paralegal professionals to join their growing legal teams. Successful candidates will be responsible for providing corporate secretarial and related administrative support to the AIG Re Group of companies including Validus Re, Validus Research, AlphaCat Managers and the Talbot assumed treaty reinsurance group. The positions are based in Bermuda and report to an attorney on the AIG Re Legal team.

Responsibilities across the two roles will include, but are not limited to:

- Supporting multiple Boards of Directors including arranging and attending all Board, Committee and Shareholder meetings throughout the year for the purpose of recording and drafting meeting minutes;
- Support preparation and distribution of all Board and committee materials;
- Organize, maintain and assist in drafting or amending corporate records;
- Arranging for certification or notarization of documents as required;
- Ensuring annual fees are paid in accordance with relevant legislation;
- Responding to various document requests; preparing various reports and presentations in support of the legal function;
- Responding to requests from members and management for changes to constitutional documents, such as increases/reductions of share capital, name changes, amendments to Bye Laws; MOU's, liquidation/dissolution of companies, etc.
- Ensuring all changes are appropriately submitted to relevant regulatory authorities
- Maintaining internal control standards; and
- Other duties as required.

Interested applicants will receive copies of each role description

The successful candidates will meet the following requirements:

- Bachelor's degree strongly preferred, with a minimum of 5 years directly relevant experience in either an established law firm or a dedicated corporate secretarial function within a company.
- Excellent working knowledge of Bermuda regulatory requirements relating to insurers. Prior reinsurance experience will be advantageous.
- Experienced in taking and drafting minutes.
- Highly skilled in Microsoft Office programs and other office applications.
- Detail-oriented with the ability to effectively project-manage and multi-task in a fast-paced environment, often with tight deadlines and shifting priorities.
- Strong capability to carry out tasks with a high level of ownership and accountability, judgment and follow through.
- Strong collaborative focus with experience working in teams and providing support to multiple people.
- Excellent written, verbal and interpersonal communication skills.
- The ability to deal effectively and courteously with clients and colleagues, and to exercise discretion and confidentiality in all matters.
- Must be able to work outside of normal office hours including evenings, weekends and public holidays if necessary.

If your experience and ambition match the above criteria, please apply in confidence with your resume and cover letter no later than **July 9th, 2021**, to:

Performance Solutions Limited

Ref: Corporate Secretary / Paralegal

Suite 350, 11 Bermudiana Road, Pembroke HM08 Bermuda

Email: hr@psolutions.bm. Phone: 441-232-5270

