

Expertise

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is one of them.*

Office Manager

Aeolus Capital Management Ltd. manages capital on behalf of investors seeking the risk/reward and diversification benefits available from investing in the property catastrophe reinsurance and retrocession market. It serves as the insurance manager to its subsidiary, Aeolus Re Ltd., a Class 3 provider of collateralized property catastrophe protection to insurers and reinsurers and a registered segregated accounts company. As used herein, the "Company" refers to both entities and their affiliates. We invite applications for the following position:

Office Manager

Reporting to the Vice President, Human Resources & Operations, the key responsibilities of this role includes, but is not limited to, the following:

Reception Management

- Answer main line and direct calls
- Manage the Company's shared calendars
- Greet guests and organize & maintain meeting rooms
- Coordinate mail distribution
- Organize courier packages and reconcile billing

Operations Support

- Daily monitoring of operations inbox
- Facilities point person
- Order groceries and stationery
- Manage vendor relationships for office services
- Coordinate weekly catering for staff lunches and meetings, as required
- Manage industry subscriptions and renewals for all departments
- Coordinate ordering of business cards for executives

Corporate Support

- Coordinate and track board meeting executive sessions
- Update Company charting, as needed
- Prepare internal board books for senior executives
- Assist with entry of minutes and resolutions into minute books
- Periodic reconciliation of Company registers
- Prepare corporate filings for review by the Compliance Manager
- Assist with preparation and tracking of private placement memorandums
- Assist with document management - network systems, databases and SharePoint
- Assist with updating and maintaining the Company's data rooms
- Drafting letters and proof read documents, as required
- Ad hoc projects, as requested

Minimum Qualifications, Skills & Experience:

- A university degree
- A minimum of 5 years' experience in an administrative role, including 2 years of experience obtained within a (re)insurance environment. Operations experience preferred
- Strong proficiency in Microsoft Suite of applications
- Meticulous organizational skills and the ability to pay attention to detail while multi-tasking
- Excellent interpersonal skills and oral and written communication skills coupled with the ability to prioritize a demanding workload

To apply please send your résumé to bdajobs@expertisegroup.com or view our active roles online at www.expertisegroup.com.

All enquiries will be dealt with in strict confidence.

Closing Date: September 27, 2021

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