

Our mission is to build a global, diversified, and lasting reinsurance company focused on the life insurance market through the acquisition/reinsurance and management of in-force life portfolios from within mature markets.

To support our continued rapid growth, we are looking to expand our diverse and ambitious team of 'go-getters' - we invite applications for the Bermuda based, newly created position of:

Compliance & Operations Associate

This position reports to the AVP, Legal, Risk and Compliance and is key to ensuring compliance and operations matters are addressed in a timely manner. The Compliance & Operations Associate will also interact with the Resolution Re functional teams and Group individuals to support day-to-day matters and strategic initiatives, utilizing the agile project execution process.

Key responsibilities will include:

- Compliance program support, including the maintenance of policies and guidelines; monitoring compliance with the internal procedures; delegation of authorities matrix and compliance reporting.
- Assisting with and maintaining records for: personal account dealing, gifts and entertainment, conflicts of interest, risk management, GDPR/PIPA, third party vendors and whistle-blowing.
- Actively participating in Compliance related projects, including planning and coordination of virtual and in-person events.
- Assisting with employee training awareness campaigns and monitoring their roll out efforts.
- Assisting with developing processes to ensure compliance with regulatory, compliance and governance frameworks.
- Assisting with group supervision obligations.
- Contributing to the implementation and management of the Company's ESG program.
- Organizing and maintaining the Company's knowledge management program, including information retained on the intranet, legal entity management system and contract and policy administration platforms.
- Assisting with procurement and vendor management, such as supporting on RFPs, negotiations, coordinating approval and execution of contract documents via DocuSign, monitoring ongoing contractual obligations, and vendor performance review.
- Assisting with business development projects, including due diligence support to cross functional teams.
- Supporting the Company Secretary on all governance matters.

To apply for this exciting new position, contact our Recruitment Partner in confidence - We look forward to hearing from you!

Steph Brown (Recruitment Partner)

Email: apply@recruitment.bm - Tel: 535-7163

www.careersinbermuda.com

Closing date: Monday, October 11th 2021

