AON

AON (BERMUDA) LTD.

requires a

LEAD TECHNICAL ASSISTANT

Aon (Bermuda) Ltd. provides clients with specialist insurance broking, reinsurance expertise and consultancy services. We are seeking to employ a Lead Technical Assistant to provide support to the high-paced M&A and Transaction Solutions Group.

Position responsibilities:

- Provide technical and administrative support to the team while working alongside other departments.
- Prepare client invoices and ensure premium payments to carriers are timely and correct.
- Track premium receivables and outstanding cash balances.
- 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.
- Daily communication with brokers (locally and overseas) and underwriters.

Position requirements:

- A University / College degree is crucial.
- A minimum of four years' experience in a similar role, preferably within the Insurance or Legal Industry.
- Working knowledge of insurance is essential.
- Proficiency in mathematics is paramount.
- Strong organizational and interpersonal skills.
- A clear and capable communicator.
- Ability to work in a high pressure, fast paced environment whilst paying close attention to details.
- Motivated self-starter while being an effective team player with ability to use own initiative and effectively manage changing priorities.
- Excellent computer skills, specifically in Excel, Word, Outlook and PowerPoint.
- The ability 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 with references, submitted under confidential cover to the:

Human Resources Department
Email: aonbdahr@aon.com

Closing date for applications: 18 November 2021
Only those applicants chosen for interviews will be contacted.

Empower Results