



The BF&M difference?  
Insurance the way  
it should be.



STRONG

PROGRESSIVE

GROWING

Founded in 1903, the BF&M group of companies operates in Bermuda, Halifax and across the Caribbean. We take great pride in helping our customers protect what matters most, as well as giving back to the communities in which we work. We are an A (Excellent) rated company by AM Best and we offer competitive compensation packages along with comprehensive benefits.

## Executive Assistant to Group General Counsel and Shareholder Registrar

Responsible for the day-to-day coordination of activities of the Group General Counsel—serves as a key, critical support and personal assistant and handles all related support work as directed and required. In working with internal and external contacts, deals with highly sensitive issues.

### Job duties and responsibilities:

- Provide comprehensive administrative support to the Group General Counsel and Group Compliance Officer.
- Be the first point of contact for all phone calls—screening to determine which calls should be routed to Group General Counsel and Group Compliance Officer
- Manage visitors as a primary point of contact while maintaining a confidential work environment
- Maintain the Group General Counsel and Group Compliance Officer's calendar, ensuring it is kept up to date by coordinating and scheduling internal and external meeting requests and events
- Book rooms for meetings and organise set up, liaising with IT and Facilities teams as needed. Prepare materials as required
- Coordinate all travel logistics for the Group General Counsel and Group Compliance Officer, by booking flights, accommodation, ground transportation, securing travel funds and completing expense reports. Liaise with overseas contacts to coordinate meetings and create agendas
- Manage vacation calendar/time off requests for all direct reports of the Group General Counsel
- Track and reconcile the Legal and Compliance teams' invoices, ensuring payment to vendors and managing monthly credit card statements, submitting expense reports in a timely manner
- Coordinate team building activities
- Maintain professional memberships and subscriptions
- Work on any other confidential projects or assignments as directed by the Group General Counsel and Group Compliance Officer
- Provide support around any M&A activity

### Shareholder Registrar:

- Manage the BF&M Share programme by processing dividend payments and maintaining the Shareholder register
- Establish and maintain working relationships with Shareholders and handle any inquiries and communications
- Prepare notices and documents related to the register
- Address Bermuda Stock Exchange queries, reconciliations, and transactions

### Skills and experience:

- Must have excellent administrative and secretarial skills
- Must be an effective organiser with the flexibility to address ever changing priorities
- Must be able to work independently with little supervision and be willing to put in extended hours as required
- Must have excellent written and verbal communication skills and the ability to compose correspondence, with a good attention to detail
- Must be able to adapt to a variety of people and situations
- Must be skilled in the use of all MS Office programmes and systems
- The Executive Assistant is a senior secretary of the Company and by his/her example sets the tone for the standard and level of service in the organisation. He/she must be exemplary in his/her dealings with the public, staff, and board members.

### Closing date: Wednesday, April 13, 2022

Interested applicants should apply in writing with a resume to [bfmjobs@bfm.bm](mailto:bfmjobs@bfm.bm) or to the Associate Head, Human Resources, BF&M Limited.