



Corporate Administrative Assistant

RenaissanceRe Holdings Ltd., through its operating subsidiaries, is a leading global provider of reinsurance and insurance. Our team shares a passion for providing exceptional service, innovation, creativity and a strong belief in the entrepreneurial culture which is a cornerstone of our competitive advantage.

Human Resources
Renaissance House
12 Crow Lane
Pembroke HM19

Position Summary:

The Corporate Administrative Assistant will assist with the principal day to day corporate administration of a portfolio of companies, partnerships and limited liability companies within the RenaissanceRe group. The Corporate Administrative Assistant will be a member of the Legal, Regulatory and Compliance Group.

Responsibilities Include:

- Assist team members with ensuring the entities maintain compliance with all applicable governance, statutory and regulatory requirements in their respective jurisdictions and general administrative duties, as required.
- Ensure that minute books and records of the entities are kept up to date, including maintaining and updating the entity management system.
- Ensure all necessary filings related to entity management system are made in a timely manner.
- Provide assistance and coordinate key annual filings including Economic Substance Act Declarations, Registrar of Companies Declarations and Annual Government Fees through the Registrar of Companies portal and Bermuda Monetary Authority Annual Business Fees through the Integra portal.
- Assist with drafting of agendas, minutes, written resolutions, secretary's certificates, and other corporate documents as required.
- Assist with the convening of board and shareholder meetings, as required.
- Coordinate execution of minutes, resolutions, certificates, and other documents as required.
- Coordinate the notarization of documents, apostille and courier of certified documents as required.
- Provide support with preparing documents and completing responses for Know Your Client queries from third parties.
- Contact for corporate administration tasks during Corporate Governance Manager or Senior Corporate Administrator's absence or otherwise requested.
- Assist with ad hoc projects as required.

Qualifications, Skills & Experience:

- Associates Degree required.
- A minimum of 2 years' experience in a corporate administration environment.

- Demonstrated history of performing both autonomously and as part of a team.
- Excellent attention to detail, with ability to think critically, take initiative, and prioritize effectively to meet deadlines.
- Knowledge of the Bermuda Companies Act 1981 and the Insurance Act 1978 is preferred.
- Excellent communication skills in all media.
- Strong working knowledge of Word, Excel and Outlook.
- Willingness to complete Corporate Administration designation.

Strong interpersonal skills and the ability to work effectively with a wide range of internal and external constituencies in a diverse organization.

This is a fast-paced business environment, demanding a strong work ethic and a results-oriented approach.

Written applications with Curriculum Vitae should be submitted via our Careers Portal at careers.renre.com.

**Closing Date for applications:
July 13, 2022**

No agencies please.

We seek diversity, create equity, and practice inclusion. Our people are at the heart of everything we do.

We are an equal opportunity employer. We provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, pregnancy, disability, military status, or other legally protected categories.