

Join a world-class organisation

Chubb Bermuda Insurance Limited invites applications for the position of **Administrative Assistant**. This position will perform a full range of secretarial duties for the Head of Claims and three Senior Managers within the Claims Department in addition to the General Counsel, Chubb Bermuda.

With operations in 54 countries, Chubb is one of the world's largest multi-line property and casualty insurers.

Duties and responsibilities include but are not limited to the following:

- Preparing travel itineraries:
 - Coordinating and scheduling local and international meetings including arranging airline reservations, ground transportation and hotel accommodations, lunch, and dinner reservations
 - Preparing expense reports, including reconciliation of statements for expense reports
 - Activating security card access and reserving workspaces within Chubb offices in advance of trips
- Assisting with and distributing management reports
- Assisting with the preparation of letters and memos
- Preparing PowerPoint presentations, Excel and Word documents
- Managing vendor/non - Travel and Expense invoices and processing payments through PeopleSoft Financials
- Handling and referring all telephone calls in a pleasant and professional manner
- Maintaining/ordering office supplies
- Providing support with ad hoc projects for the Claims, Legal and Compliance departments
- Assisting with other general administrative duties as directed by the Head of Claims and the General Counsel
- Any other duties that may be assigned

Qualifications and experience:

- A minimum of two to five years' experience in an administrative role
- An Associate Degree or professional secretarial designation, or equivalent
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Experience with PeopleSoft Financials is desirable
- Strong organisational, communication and time management skills
- Ability to meet deadlines when necessary
- Must demonstrate proficiency in multi-tasking and ability to work for multiple managers
- A willingness to work overtime when necessary
- Ability to deal with highly confidential information
- Demonstrated experience in performing similar duties to those listed above

CHUBB®

**Please apply directly via our Career Website by
Friday 15 July 2022**

Chubb Group Management and Holdings Ltd.
P.O. Box HM 1015
Hamilton HM DX, Bermuda
O +441-295-5200

www.chubb.com

Chubb. Insured.SM