

Bowring Marsh is the exclusive specialist international placement broker division of Marsh Inc. Bowring Marsh is seeking candidates for the following position based in the Bermuda office:

EXECUTIVE ASSISTANT

What can you expect?

The Executive Assistant is responsible for performing a full range of administrative duties for three department managers of the Bermuda office, providing accurate, timely, and efficient administrative support, whilst relieving the executive of routine administrative details. This support role performs and/or oversees a variety of administrative, fiscal, staff support, and planning activities, some of which may require advanced or specialized knowledge and skills.

What is in it for you?

- Being part of the Marsh McLennan businesses; a premier global brand with the financial power to match.
- Competitive salary with full comprehensive benefits programs including health insurance, life insurance, STD/LTD, generous pension contributions, employee assistance program, generous paid time off for vacation, sick, company holidays and time to give back to your community, volunteer opportunities, and other programs.
- Working with the most innovative and respected insurance colleagues in the industry

We will count on you to assist/manage:

- Performs a range of diverse administrative activities for the department heads; serves as a central point of liaison with various departments and external constituencies in the resolution of a variety of day-to-day matters concerning the Company
- Manages calendar, schedules meetings and appointments, coordinates conferences and Company activities, and assists in arranging travel for the departmental heads to optimize work performance
- Processes and/or coordinates completion of expense reports promptly
- Oversees support activities such as answering telephones, assisting with problem solving and inquiries, reviews and controlling incoming and outgoing correspondence, and follows up on operational commitments
- Acts as backup for Receptionist / Meeting Coordinator including answering telephones, scheduling conference rooms including general set-up/clean-up of rooms, catering requests and assisting with IT needs (audio/video conferencing), greeting all visitors to the Bermuda office, and ensuring all of their needs are met
- Oversees client and market coordination activities such as assisting with the execution of client entertainment, coordinating client schedules for department heads, organizing dining reservations and transportation, arranging caterers and assisting with the setup and cleanup.
- Ensures Company information is current, including colleague profiles, bios and headshots
- Undertakes more complex administrative duties with specific projects as required

What you need to have:

- 4+ years of administrative support experience in a corporate environment
- Excellent verbal and written communications skills; must handle sensitive information with professionalism and integrity. Professional appearance and telephone manner is essential
- Detail-oriented, follows instructions, and completes tasks within assigned time frames with high level of accuracy in work product. Skilled in establishing priorities and meeting commitments
- Ability to organize, handle multiple priorities, work under pressure to meet deadlines, and changing priorities
- Proficient in MS Office

What makes you stand out?

- Insurance industry experience
- Bachelor's degree

Applicants may only apply via our website, www.marsh.com/us/careers.html

Closing date: 31 August 2022

Marsh is a global leader in insurance broking and risk management, bringing global, national, and industry specific solutions. Marsh and its separately incorporated operating entities around the world are part of Marsh & McLennan Companies, a publicly held company (ticker symbol: MMC).

Marsh & McLennan Companies offers competitive salaries and comprehensive benefits including health, tuition assistance, employee assistance program, domestic partnership benefits, career mobility, employee network groups, volunteer opportunities, and other programs. We embrace a culture that celebrates and promotes the many backgrounds, heritages and perspectives of our colleagues and clients.