



FM FREISENBRUCH

Freisenbruch Insurance Services Ltd., a local Bermudian company providing insurance, pension and broking services to both the domestic and international marketplace, is seeking a highly motivated and organized Executive Group Administrator to provide key support to the Senior Management Team. This position will report to the Chief Operating Officer.

EXECUTIVE GROUP ADMINISTRATOR

RESPONSIBILITIES:

- Coordinate organizational meetings/functions and all associated logistics for on-site and off-site locations while managing the schedules and communications of key company executives
- Calendarize deliverable dates monthly, quarterly and annually for all organizational meetings; following up on results and meeting action items as required by management
- Take minutes for sub-committees, management meetings and investment fund meetings
- Collate and prepare board and management meeting documentation for distribution and upload in a timely manner
- Provide key administrative support to the Senior Management Team; including collation and distribution of various reports for each department head
- Initiate, draft and revise documents and correspondence in accordance with company standards and protocols
- Act as key liaison for all organizational AML/KYC documentation
- Responsible for administrative tasks for hurricane preparation.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Must have three to five years' experience in a key administrative role
- Experience taking minutes and the ability to deliver comprehensive records on a timely basis
- Have a good understanding of corporate administration including the preparation of board packs
- Proficient with Microsoft Office applications: Excel, Word, PowerPoint & Outlook
- A high degree of professionalism with excellent analytical, interpersonal, written and verbal communication skills
- The ability to exercise discretion and respect for confidentiality in all matters
- A strong sense of urgency, practicality, and integrity with the ability to handle and balance multiple priorities with excellent time management skills
- Must demonstrate attention to detail and thoroughness with a high degree of accuracy
- Excellent organizational skills with the ability to prioritize tasks and assignments

All applications must be received no later than: November 3, 2022



Interested applicants should apply in writing to:

Ontru: Human Resources – Freisenbruch Insurance Services Ltd.
91 Reid Street, Hamilton, HM 19
Or email hr@ontru.bm