

# EXECUTIVE ASSISTANT



**OIL MANAGEMENT SERVICES LIMITED** invites applications for the position of Executive Assistant reporting to the Chief Operating Officer, OIL with support to Vice President - Marketing.

## KEY RESPONSIBILITIES INCLUDE:

- Provide general PA support for the COO, VP Marketing and Underwriting Team
- Manage individual Outlook calendar appointments and contact management needs
- Manage significant travel schedules and associated bookings
- Provide business development and general event management and logistical support
- Provide advanced power-point creation / editing and support
- Compile and collate board material and related distribution
- Manage annual report coordination and distribution
- Manage corporate gift selection, ordering and logistics
- Support web content development and maintenance
- Deliver marketing portal content development, management and maintenance
- Maintain "LINK" the company's customer information database
- Assist with global Prospect list management
- Help communicate and distribute brand standards internally
- Assist with monitoring of media ad placements
- Manage and track the booking of expenses to budget
- Other related duties

## QUALIFICATIONS & EXPERIENCE:

- This role requires the drive, ability and educational background or equivalent career experience to support OIL's Chief Operating Officer and VP Marketing in the execution of their daily responsibilities. This is not just an administrative role and demands someone who can think beyond the norm and requires excellent organizational and communication skills. Strong Microsoft office suite skills particularly the confidence and ability to master Power Point presentations and spreadsheets is essential.
- Preference will be given to those with executive assistant and/or project management experience and toward those with marketing, event and logistical skills.

OMSL is an equal opportunity employer and is committed to training and developing its employees. If your experience, talents and ambitions match our requirements, we want to hear from you.

**Please apply in writing, including your resume and a detailed cover letter setting out why you are a good fit for this role, by email to: [hr@omsl.bm](mailto:hr@omsl.bm)**

**Closing date: Tuesday, November 1st, 2011**



Oil Management Services Limited (OMSL) provides comprehensive management services to Oil Insurance Limited (OIL) and Oil Casualty Insurance Ltd. (OCIL). These companies are dedicated to providing catastrophe property and excess general liability insurance to the energy industry. Our companies insure in excess of a trillion dollars of assets for our shareholders headquartered around the globe.

**[www.oil.bm](http://www.oil.bm)**

At OMSL the management style is one of shareholder input, open communications, innovation and teamwork.