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Program Coordinator

Arch Reinsurance Ltd. (Bermuda) provides specialty property, casualty and life reinsurance products through reinsurance intermediaries worldwide. These programs range from Property Catastrophe and Property Excess of Loss reinsurance to Professional Liability and Marine Treaties. Our Bermuda-based operation has a strong, proven management team, a commitment to underwriting discipline, and financial strength that is rated A (Excellent) by A.M. Best and A+ by S&P.

This position, Program Coordinator supports the delivery of operational excellence initiatives through the administration of program processes and tools. This highly organized individual will be responsible for liaising with functional/regional teams across the reinsurance segment; drafting communications, organizing reports and providing updates to relevant stakeholders.

Duties & Responsibilities:

- Draft internal communications in support of operational excellence initiatives
- Coordinate meetings, workshops, and training in support of project initiatives
- Assist the Program Management Lead, Executive Sponsors and Project Manager with administrative functions
- Track plans, issues and risks accordingly
- Ensure project documentation is maintained and well organized

Minimum Qualifications, Skills & Experience:

- Bachelor's degree. Focus in communications would be advantageous
- 5 years' experience in a similar administrative role or previous experience working within a project and/or program environment
- Previous experience drafting internal communications and working with various business stakeholders to coordinate project initiatives
- Excellent written and verbal communication skills as well as capable of building and maintaining strong relationships
- Extensive experience using Microsoft applications including Word, Excel, Outlook and PowerPoint
- Strong organizational skills and ability to prioritize in order to meet tight deadlines
- Independent and collaborative worker, with strong problem-solving abilities
- Must have excellent attention to detail

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