

## General Agent: Century Insurance Agency Ltd.



**Century Insurance Agency Limited** – General Agent of NAGICO Insurances is currently seeking a **Executive Assistant/Office Administrative Officer** to provide administrative support and assistance to the Managing Director (MD) and other administrative tasks as required at our Tortola Branch.

### **Main responsibilities to include:**

- Maintains customer confidence and protects operations by keeping information confidential.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Managing and maintain executives' schedules, appointments and travel arrangements
- Arrange and co-ordinate meetings and events, preparing documents and presentations
- Record, transcribe and distribute minutes of meetings
- Update MD about appointments with various clients.
- Monitor, screen, respond to and distribute incoming communications
- Answer and manage incoming calls
- Receive and interact with incoming visitors
- Liaise with internal staff at all levels
- Facilitate company activities for employee engagement
- Manage employees HR-related queries
- Restock and maintain inventory office supplies
- Troubleshoot minor issues in computers/printers in assistance to the IT Officer

### **Job skills and requirements:**

- **Listening and Communication Skills:** You will be expected to follow instruction from your supervisor, and your ability to understand those instructions with little or no follow up will be appreciated by the MD.
- **People/Interpersonal Skills:** You will be working directly with at least one person: your boss. But you also might be the first line of communication between the MD and the outside world, potentially speaking with clients, other employees and upper management.
- **Organizational Skills:** Your supervisor will likely rely on you to keep the working day in order. Scheduling meetings, travel plans, billing, etc. will all require you to have terrific organizational skills. You must be able to work under pressure
- **Computer Skills:** Writing emails, transcribing notes, faxing, copying, and creating spreadsheets or printing documents figure heavily in an executive assistant's day.
- IT knowledge and administrative experience is a must.

**Must have an Associate's Degree in minimum. Bachelor's Degree and previous experience in executive assistant role is a plus.** BVI Islanders or Belongers preferred.

Please send resumé to Human Resources Officer, P.O. Box 3448, Road Town, Tortola, VG1110, British Virgin Islands or email [info@nagicobvi.com](mailto:info@nagicobvi.com)

**Closing date is November 31<sup>st</sup>, 2017**