



NAGICO GENERAL AGENT: CENTURY INSURANCE AGENCY LTD.

Century Insurance Agency Limited – General Agent of NAGICO Insurances is currently seeking an experienced **Executive Assistant** to provide administrative support and assistance to the Manager and other administrative tasks as required.

The successful candidate will be required to meticulously maintain company records in addition to executing a number of assigned tasks. The Executive Assistant should have previous experience as a Secretary or Administrative Assistant.

Main responsibilities to include:

- Provide support to the Manager;
- Performs duties with a high level of confidentiality and must be able to work independently;
- Monitor, screen, respond to and distribute incoming communications;
- Must be able to effectively communicate with all levels of internal and external contacts;
- Organize and meticulously maintain records and filing of company documents and other correspondences;
- Organize meetings including scheduling and sending reminders;
- Take, transcribe and distribute minutes of meetings;
- Write and/or edit e-mails, reports, memos and other correspondences;
- Receive deliveries, sort and distribute incoming mail;
- Manage and maintain executives' schedule, making appointments and prioritizing delicate matters;
- Facilitate company activities for employee engagement;
- Manage company inventory.

Job skills and requirements:

- Ability to multi-task, prioritize, and manage time effectively.
- Excellent time management skills and respects deadlines.
- Exceptional interpersonal skills; both written and verbal.
- Must be pro-active and possess the ability to work independently.
- Self-motivated and works well in fast paced environment.
- IT knowledge and proficient in Microsoft Office applications; Word, Excel, PowerPoint etc.

The successful candidate must possess the following qualifications:

- Must have a minimum of 2 years working experience as a Secretary, Executive Assistant, Personal Assistant or Administrative Assistant;
- A bachelor's degree from an accredited institution or similar.

Salary: Negotiable

Terms: 2 years contract.

BVI Islanders or Belongers preferred. Please send resumé to Human Resources Officer, P.O. Box 3448, Road Town, Tortola, VG1110, British Virgin Islands or hr@nagicobvi.com. Only suitable applications will be acknowledged.

Closing date October 29, 2021

