

General Agent: Century Insurance Agency Ltd.



We are seeking highly organized and detail-oriented Administrative Assistant to join our team. A successful candidate will be required to meticulously maintain company records in addition to executing a number of assigned tasks.

Main responsibilities to include but is not limited to:

- 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;
- Write and/or edit e-mails, reports, memos and other correspondences;
- Prepare insurance policy renewal notices;
- Adapt to the team needs and assist with other projects as needed.

The successful candidate must possess the following qualifications:

- High school diploma or equivalent;
- An Associates Degree is a plus;
- A minimum of 2 years working experience;
- Be strongly compliant in PC software;
- Bi-lingual in English and Spanish is a plus.

Please send resumé to Human Resources Officer, P.O. Box 3448, Road Town, Tortola, VG1110, British Virgin Islands or email hr@cialbvi.com. Only suitable applications will be acknowledged. Closing date **9 September 2024**.