



EMPLOYMENT OPPORTUNITIES IN QBE EUROPEAN OPERATIONS

Job title: Administration Assistant
Department: Compliance and Governance
Location: Plantation Place

Role Purpose (Summary)

To provide administrative support to the Compliance and Governance Department.

General Description

Company Secretarial

- Co-ordination, collation and distribution of board and committee packs
- Administration of the meetings timetable
- Arrangement of board and committee meetings
- Maintenance and organisation of the central resource of records as an information resource to QBE European Operations
- Input of data to the Blueprint corporate database
- Meticulous filing and archiving of the department's records
- Scanning and filing original minutes and corporate documents
- Provision of support to the Company Secretaries on administration in connection with statutory accounts
- Provision of information to auditors and others
- Performance of tasks in support of the department as required and at the request of the Company Secretaries

Compliance

- Production and distribution of papers for the Retail Business Group
- Input of details onto the FSA online reporting system
- Coordination of the Quarterly Assurance Return in Europe
- Support the administration element of the Sanction Checking process
- Production and distribution of Compliance Management Information
- Provision of cover for holiday absence of Compliance PA

Essential Requirements

- Use of relevant software including Word, Excel, Outlook, PowerPoint, Visio and Blueprint
- Organisation and time management
- Multi-tasking
- Administration
- Communication (oral and written) (internally and externally)
- Relationship management
- Dealing with confidential and sensitive issues
- Team working