

COLONNADE INSURANCE S.A. IS SEEKING A

ADMINISTRATIVE ASSISTANT



COMPANY DESCRIPTION

Colonnade Insurance S.A. specializes in non-life insurance, which is designed not only for individual clients, but also for small and large businesses. We are part of the multinational financial group Fairfax Financial Holdings, one of the world leaders in insurance and reinsurance. Colonnade operates through branches in Romania, the Czech Republic, Bulgaria, Poland, Slovakia and Hungary.

In Europe, the Colonnade company employs over 500 experienced specialists. Our financial strength has been affirmed by the [A.M. Best Company rating A- \(Excellent\)](#).

WHY IS COLONNADE A GREAT PLACE TO JOIN?

At Colonnade, our strategy is to become a significant general insurer of scale, focusing on the CEE region. Colonnade is in a fortunate and unique position:

- Our shareholder is totally supportive of our strategy and investment in our growth
- We have a profitable foundation and are able to fund our transformation from these profits
- We want to transform and create our insurance company into a modern, successful and digital insurer, based on our Fairfax values
- We are making a multi-million Euro investment in Guidewire and additional digital systems to create a common platform across our countries

JOB DETAILS

Location: Bucharest, Romania

Job type: full-time



CANDIDATE'S PROFILE



The Administrative Assistant will support all departments in managing administrative tasks related to the insurance portfolio, including documentation accuracy, KYC screening, communication with partners and clients.

DAY TO DAY TASKS – MAIN DUTIES



- Support in managing documents: printing, scanning and archiving policies, invoices and other documents requested by the client / broker;
- Check the accuracy of the received documents and data;
- Communicate effectively and efficiently with relevant internal and external parties to obtain documents;
- Responsible for the customer screening process and obtaining information in the central trade register;
- Maintains correspondence with insurance brokers regarding insurance policies;
- Monthly reports (Receivables report and Broker Commissions report) – check up the stored policy documents whether the commission can be released or not;
- Collaborating with all internal departments.

REQUIREMENTS



List of requirements to be successful in the future role:

- Excellent communication skills;
- Analytical skills
- Excellent knowledge of English, both written and oral
- Good knowledge of Microsoft Office (especially Excel)
- Ability to work independently
- Well-organized and detail oriented

COLONNADE VISION



We believe in fairness and simplicity in all our relationships, this is how we do business! We deliver transparent products and fast claims service that address the challenges of the changing world around us!"

COLONNADE VALUES

- Honesty and integrity are essential in all our relationships and will never be compromised.
- We are results oriented – not political.
- We are team players – no “egos”. A confrontational style is not appropriate. We value loyalty – to Fairfax and our colleagues.
- We are hardworking but not at the expense of our families.
- We always look at opportunities but emphasize downside protection and look for ways to minimize loss of capital.
- We are entrepreneurial. We encourage calculated risk taking. It is all right to fail but we should learn from our mistakes.
- We will never bet the company on any project or acquisition.
- We believe in having fun – at work!

APPLY NOW!



To apply for this opportunity, please send your resume to career@colonnade-insurance.com, quoting reference Administrative Assistant.