



## **EXCELLENT CAREER OPPORTUNITY**

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the needs of the insurance and reinsurance industry. ZEP-RE does business in the whole of Africa and beyond. The company plans to open an office in Addis Ababa, Ethiopia. ZEP-RE's operational activities are driven by the desire to provide excellent first class reinsurance and technical services to all their clients and business partners. It is with this in mind that we are seeking to recruit a high caliber and results-oriented Ethiopian professional to create growth, capacity, and competitive advantage in our business in the capacity of Accounts / Administrative Assistant.

### **REF NO. AU/HR/ETH 001 – ACCOUNTS / ADMINISTRATIVE ASSISTANT**

#### **The role**

Reporting to the Country Manager ZEP-RE Ethiopia Office, the Accounts / Admin Assistant will assist the Country Manager in effecting the mandate of the office. He/She will specifically: -

- Maintain and update Financial files / Information
- Process receipts and payments
- Prepare budget performance reports
- Carry out bank reconciliations
- Reconcile cedant accounts and attend to correspondence
- Assist in the preparation of market performance reports regarding, but not limited to, collection of outstanding balances
- Coordinate meetings
- Office Administration
- Procurement of office resources as per guidelines
- Performing any other duties as will be assigned from time to time

#### **THE PREFERRED CANDIDATE**

- The preferred candidate should have:
- A Business Degree from a recognized University preferably in an Accounting/Administration field and / or professional Accounting qualifications; Knowledge of Reinsurance will be an added advantage.
- Computer fluency in MS Office suite plus other Insurance/ Reinsurance packages;
- At least 3 years in an Insurance/Reinsurance company;
- Excellent communication, interpersonal and administrative skills;
- Be a team player;

Candidates who meet the above requirements should submit applications, attaching a detailed CV with personal details of e-mail, telephone, **current remuneration** and three referees by 01:00 p.m. Friday 19<sup>th</sup> May 2017 to:

The Country Manager ZEP-RE Ethiopia Office,

**e-mail : tshiferaw@zep-re.com**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**