

General Agent: Century Insurance Agency Ltd.



NAGICO's General Agent Century is seeking to hire a customer-centric, reliable and empathetic individual to join our team as Compliance Assistant. As a Compliance Assistant, you will play a critical role in ensuring the organization's adherence to applicable regulations, policies, and procedures. You will collaborate with various departments to establish and maintain compliance processes, identify potential risks, and mitigate them effectively.

MAIN RESPONSIBILITIES WILL INCLUDE:

- Conduct review of client risk assessments.
- Conduct checks and analyze compliance and CDD information using various available public databases.
- Liaise with businesses and individual clients to obtain further required information.
- Chase up outstanding file openings and provide support to the team and users.

SKILLS AND COMPETENCIES

- A proactive individual who works well in a fast-paced environment while acting as an integral part of a diverse and multi-skilled Compliance Team.
- Adaptable and able to manage multiple tasks within a high-pressured environment, including working to deadlines.
- Good organizational and time management skills.
- Able to communicate effectively with internal and external stakeholders at all levels.
- Analytically minded.
- Assertive, polite and articulate.
- Enthusiastic and approachable.

BVI Islanders or Belongers preferred. To apply, please submit your resume and a cover letter outlining your relevant experience and why you are interested in this position to hr@cialbvi.com. We thank all applicants for their interest, but only selected candidates will be contacted for an interview.