



VIG Re, the reinsurance company of Vienna Insurance Group, is a young and dynamic company with international operations mainly in Central and Eastern Europe. We are looking for a new team member who will accompany us to the next step in our strategic growth.

We work hard, but we also like to have fun. Our company culture is quite exceptional for the Czech insurance market; please check out our website www.vig-re.com for more information about us.

CORPORATE GOVERNANCE OFFICER

You will be responsible for corporate governance of the Company, its branches and subsidiary abroad. You will coordinate both internal and external audits, track all related measures and findings and monitor corrective actions. You will be closely cooperating with the Compliance Officer and you will support her with her tasks.

Your Tasks

- Organization, preparation and coordination of Board of Directors, Supervisory Board, Audit Committee and General Assembly meetings (including minutes taking)
- Support to the members of the Board of Directors (analysis, preparation of materials, etc.), implementation of decisions and follow up, coordination with other stakeholders
- Organization and coordination of external and internal audits, follow up on measures and reports
- Communication with internal and external stakeholders, public authorities and regulators
- Ensure that Internal standards and By-Laws are regularly revised, update selected standards
- Support and close cooperation with Compliance officer

Our Expectation

- University degree in Legal Sciences
- Work experience in Corporate Law or / and Compliance minimum 2 years
- Excellent command in written and spoken English, French and / or German is advantage
- Strong organizational skills, efficient communication
- Comfortable to communicate with Senior Managers and Executives and Public Authorities (excellent business manner)
- Trustworthy, able to maintain high confidentiality standards

We Offer

- Opportunity for professional development in one of the leading insurance groups in Central and Eastern Europe
- The opportunity to contribute essentially to overall company direction and development
- Attractive, performance oriented remuneration package
- An extensive package of benefits
- Flexible working hours
- Work in an international team
- Workplace in the heart of Prague

Contact:

VIG RE zajišťovna, a.s.
career@vig-re.com

Send us your curriculum vitae and motivation letter in English.

We look forward to meeting you!

You can find information about the way we process your personal data at our website at link http://www.vig-re.com/files/data_protection/privacy_notice.pdf