

Executive Assistant/Personal Assistant

Our client, in the insurance industry, is seeking a superior Senior Executive Assistant/Personal Assistant.

Main Responsibilities:

- Performing a range of secretarial duties including drafting correspondence, organizing meeting, organizing General Managers diary and arranging complex business travel itineraries
- Typing a variety of letters, reports and memorandums with a view to presentation in an accurate and efficient manner
- Providing confidential administrative support to busy office.
- Carry out special projects as assigned.

Qualifications and Experience:

- Proven ability to work at a high level under pressure.
- Superior organizational skills
- At least three years' experience in a senior secretarial position with experience in managing high volume itineraries
- Proficiency in Microsoft Word, Excel and Power point.
- Excellent typing, shorthand, organizational and presentation skills
- Flexibility to work overtime, weekends and some Bermuda holidays as required, this position is not a 9-5 role

Interested and qualified applicants please submit a detailed resume along with two employment references to: **Tracy Shott at tshott@bes.bm.**

Closing date: January 18, 2012