



ADMINISTRATIVE ASSISTANT

COMPANY DETAILS:

Orbis is a Bermuda-based investment company managing long-only equity and absolute return funds. Orbis strives to attract talented individuals who have demonstrated an ability to excel.

ROLE AND RESPONSIBILITIES:

We are seeking a highly motivated individual with a strong work ethic and excellent organizational skills to provide administrative support to our Legal Team. This is a diverse role, with duties that include, but are not limited to, the following:

- Prepare documents from rough drafts or transcription equipment
- Draft correspondence
- Liaise directly with external contacts
- Generate reports
- Maintain corporate records as well as various spreadsheets and binders
- Attend at and prepare minutes of Team meetings
- Organize meetings, including reservation of relevant rooms across global office locations and arranging required equipment.
- Coordination and scheduling of travel arrangements and accommodations for members of the Team and visitors.
- Perform general clerical duties as required.

KEY STRENGTHS:

Team player. Accurate, with a keen attention to detail. Superior organizational skills, with ability and willingness to take initiative. Ability to work with minimal supervision. Exercise discretion and confidentiality.

QUALIFICATIONS:

Strong academic background with a minimum of 3 years' experience in a law firm or in-house legal department. A high proficiency with MS Office. Familiarity with Sharepoint and InDesign would be very advantageous. Excellent verbal and written communication skills. Good typing skills.

SUBMISSION DETAILS:

Applications will be dealt with in strict confidence and interested candidates should apply in writing or via email with a detailed résumé to:

Human Resources
Re: Administrative Assistant
Orbis Investment Management Limited
P.O. Box HM 571, Hamilton HM CX
Telephone: 296-3000
Or email human_resources@orbisfunds.com

Closing date: 3 February 2012