



## Executive Assistant

### JOB SUMMARY

The Executive Assistant will be responsible for providing superior administrative support to both the CEO and the Director of Human Resources

### MAIN RESPONSIBILITIES

- 1) Draft and produce general correspondence memos, charts, tables, graphs, business plans and power point presentations, as required, in an efficient and timely manner.
- 2) Maintain the CEO and Director of HR's filing system in an accurate and orderly manner
- 3) Assist the CEO in the management of his schedule by coordinating internal and external appointments and meetings
- 4) Organize travel for the CEO as well as travel and accommodation for other business travelers to and from Bermuda, as necessary
- 5) Handle confidential and non-routine information in a discreet manner.
- 6) Interact with customers; vendors and all group employees in a courteous and professional manner at all times.
- 7) Assist in ordering and receiving office supplies as required.
- 8) Professionally administer all incoming calls, ensuring that callers are announced and redirected accordingly for the CEO
- 9) Under the direction of the Director of Human Resources, to assume responsibility for the following HR functions:
  - a) Management of the YourQube database including all Attendance/Vacation Tracking; Employee Record Updates; Timesheet Entry, etc.
  - b) Recruitment support including Candidate Manager (internal and external); interview coordination; reference checks; regret letters and maintaining the online Candidate Manager system.
  - c) Assisting with the Immigration process
  - d) Management of the Estimation / PO system
- 10) Must have the flexibility to work extended hours and or on some weekends
- 11) Flexibility and openness to perform additional and different duties as the business demands and requested by the CEO or Director of Human Resources

### EDUCATIONAL QUALIFICATIONS/ SKILLS

1. A minimum of 3 years' experience in a similar role
2. Excellent command of written English and proven ability to compose business correspondence
3. Strong organizational and follow up skills
4. High level of interpersonal skills to handle sensitive and confidential situations, using poise, tact and diplomacy.
5. Excellent telephone etiquette.
6. Proficient computer skills with Microsoft office products
7. Minimum typing speed of 60 wpm
8. Ability to work with minimum supervision, completing a multitude of tasks within a tight timeframe.
9. Ability to interact and communicate with individuals at all levels of the organization.
10. Willingness to work weekends and overtime, as required to meet deadlines

**Closing Date: March 7, 2012**

Please apply in writing with resume via email to:

**hr.bermuda@digicelgroup.com** or in writing to: Human Resource Director, Digicel, P.O. Box HM 896, HAMILTON HM DX.

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