



EXECUTIVE SECRETARY / PERSONAL ASSISTANT

Fair Isle Management Limited is a local company which provides corporate administration and accounting services to a diverse range of international clients. We are looking for a hardworking and responsible person to provide administrative and secretarial support to senior management.

Duties may include, but are not limited to:

- Perform general clerical duties including photocopying, scanning, faxing, mailing, and filing
- Transcribe and edit meeting minutes
- Produce reports, spreadsheets and correspondence
- Schedule local and overseas meetings including preparation of agenda and board papers
- Coordinate travel arrangements including flights, hotel, ground transportation, social functions
- Receive and distribute mail and correspondence
- Assist the executive staff on an on-demand basis
- Other duties as necessary

Applicant must possess:

- Recognized secretarial certification or a minimum of 2-3 years relevant experience
- Strong knowledge of MS Word and working knowledge of MS Excel, MS Outlook and MS PowerPoint
- Fast and accurate typing skills (at least 60 wpm)
- Excellent written and verbal communication skills
- Professional telephone manner
- Ability to liaise with clients in a confident and respectful manner
- Ability to work well under pressure and within deadlines
- Ability to handle confidential matters with maturity and discretion
- Ability to coordinate complex travel schedules, meetings and dinner arrangements in an organized and professional manner
- Willingness to work overtime on short notice where required
- Proficient organizational skills with ability to multitask

Written applications along with detailed resume and references should be submitted no later than 31 May 2012 to:

FML
P.O. Box HM1186
Hamilton HMEX
Attention: Finance Director

or

Email: info@fml.bm