

*The Phoenix Stores invites applicants for the position of*

## **Senior Executive Assistant / Operations Administrator**

*The Phoenix Stores Limited offers a competitive salary and benefits package that includes a Pension Scheme, Health, Dental, and Life Insurance, as well as a Company Discount Scheme.*



The Phoenix Stores' Corporate Office is seeking a Senior Executive Assistant/Operations Administrator to perform diversified duties for the President & CEO and Senior Management Team. All shortlisted applicants will be skills tested to ensure that the successful candidate is a highly proficient self-starter who will promote excellent customer service and ensure a positive public image

### ***The successful applicant will be responsible for:***

- Preparing statistical reports, including but not limited to, monthly summary P&L reports, daily departmental summary sales reports and monthly merchandise sales reports
- Generating cost/product analyses using a variety of research tools to create business reports
- Providing high-level administrative support to the President & CEO and Senior Management Team, including the management of correspondence and enquiries, ensuring outstanding items are followed-up
- Handling information requests and performing administration functions, including but not limited to, preparing and composing correspondence, receiving visitors, coordinating conference calls, and scheduling various meetings
- Coordinating overseas travel and meeting arrangements for Executives and the Senior Management Team
- Liaise with the Senior Management Team to oversee Company operations in the absence of the President & CEO
- Any other tasks appropriate to the level of the post and to the job responsibilities as required by the President & CEO

### ***The skills required to be successful in this position include:***

- A minimum of 5 years' experience in Office Management with 3 years executive administration responsibilities
- Post-secondary education is required with a detailed understanding of financial statement analysis and reporting
- A minimum of 3 years' experience in a retail management environment with a strong understanding of purchasing and customs practices
- Excellent interpersonal skills with the ability to communicate with a varied client and customer population
- Must have proven administrative skills with accurate typing @ 60 -70 wpm. (If no certificate, test will be required)
- Strong computer and internet research skills and expert knowledge and understanding of Microsoft Word, Excel Financial Modeling, PowerPoint and Lotus Notes
- Ability to co-ordinate and handle multiple responsibilities and assignments in a continuously demanding environment
- Strong work ethic and the willingness to work outside of office hours as required
- Ability to exercise discretion and maintain confidentiality in all matters

***Qualified persons should apply in writing with full resume and written references to:***

*Human Resources Manager*

*P.O. Box HM 826, Hamilton HM CX, Bermuda or email: [hr@psl.bm](mailto:hr@psl.bm)*

*All inquiries will be held in strict confidence.*

**Closing date: August 15, 2012**