



Recording Secretary

CAREER OPPORTUNITY

A rewarding and challenging career opportunity exists within the Corporation of Hamilton for a Recording Secretary. Working under the general direction of the Chief Operating Officer and Secretary, the Recording Secretary will be responsible for attending all of the Corporation of Hamilton meetings, for the purpose of minute taking. In addition to this, the Recording Secretary will be required to prepare agendas for all committee meetings, distribute such documents to the Members and Senior Management Team prior to the scheduled meetings.

The Recording Secretary will also be tasked with drafting correspondence as it directly relates to the Committee Meetings, maintain the schedule of meetings and directly liaise with the Members and Senior Management team in the event of any changes in schedules or amendments.

Ideally, the Recording Secretary will have a minimum of five (5) years experience with Minute Taking at an Executive Level coupled with solid short hand skills. In addition to this, the Recording Secretary should possess a Secretarial Certificate or equivalent from an accredited institution. The ability to work in a very demanding environment with the added capability of managing multiple high level objectives simultaneously is paramount. The Recording Secretary should be extremely organized, possess a keen eye for detail and have an appreciation for confidentiality.

This challenging career opportunity affords a competitive salary and benefits. The deadline for all submissions is the September 24th 2012.

Applications and résumés can be delivered to the City Hall office or emailed to careers@cityhall.bm
Attn: Human Resources Department

Only Bermudians or Spouses of Bermudians need apply.

Have ideas on how we can improve our city?

Visit www.cityofhamilton.bm – we'd love to hear them!



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