

Executive and Administrative Assistants

At PwC Bermuda you will be challenged by the work we do, and the environment in which our clients do business. Your ideas will be valued and your individuality will be recognised. We encourage you to consider a career in our dynamic environment and allow us to help you realise your goals.

Executive Assistant

The role:

Supporting the firm's Territory Senior Partner, the Executive Assistant will be responsible for providing superior administrative support when performing the following duties:

- Manage diary and personal affairs of Territory Senior Partner;
- Proactively prepare correspondence in accordance with firm standards;
- Prepare electronic and hardcopy presentations and proposals and complete various other ad hoc projects;
- Prepare expense reports, weekly timesheets and related documentation;
- Maintain documents and control access to internal databases;
- Research, collect, organise and distribute information for internal and external meetings;
- Take and transcribe minutes of meetings;
- Coordinate executive seminars, meetings, business hospitality/entertainment and travel arrangements;
- Liaise with organisations and overseas clients in responding to routine enquiries;
- Maintain and update client database; and
- File, index, and cross-reference correspondence and files.

Essential Skills, Experience & Attributes:

- A minimum of 7 years' experience working for senior level executives and completion of a recognised secretarial program;
- Extensive knowledge of Microsoft Office Suite in a Windows XP environment; ICDL certification and experience working with Lotus Notes would be an asset;
- Accurate keyboarding skills at 70-80 wpm and shorthand or speedwriting skills;
- Ability to exercise discretion and confidentiality;
- Ability to work well under significant pressure with attention to detail;
- Ability to appropriately manage colleagues' access to Territory Senior Partner;
- Proven capacity for independent judgment and decision making using one's own initiative;
- Excellent planning and organisational skills with the ability to successfully adapt to changing priorities;
- Ability to compose and produce grammatically correct correspondence;
- Ability to produce executive presentations for international clients using appropriate software;
- Superior communications skills ensuring effective representation of the Territory Senior Partner and the firm;
- Ability to work long hours with the flexibility to work overtime (including weekends and public holidays) at very short notice; and
- Professional appearance, pleasant manner and the ability to work harmoniously with a multicultural staff.

Administrative Assistant

This role is responsible for performing tasks to support an assigned business unit which may include up to 30 staff.

Responsibilities:

- Typing and formatting of documents in a timely manner to appropriate quality control and branding standards;
- Producing PowerPoint presentations to appropriate quality control and branding standards;
- Preparing bills and maintaining a billing schedule and other billing information;
- Filing and retrieving documents in manual and electronic storage mediums;
- Organising meetings including scheduling, booking rooms and equipment, coordination with the caterers, and setting up and preparation of the venue;
- Initiating and managing processes to ensure client contact and client confirmation databases are updated;
- Maintaining staff scheduling and other databases and spreadsheets as directed; and
- Producing and maintaining weekly reports relating to productivity and resource use.

Essential Skills, Experience & Attributes:

- A minimum of 5 years in a secretarial/administrative support role and completion of a recognised secretarial program;
- Demonstrated proficiency in Word, Excel and PowerPoint; ICDL certification and experience working with Lotus Notes would be an asset;
- Accurate keyboarding skills at 65 wpm;
- Ability to exercise discretion and confidentiality;
- Flexibility to work overtime when required at short notice and extended hours during busy season;
- Ability to work well under pressure arising from work assignments from multiple sources;
- Strong organisational skills and the ability to compose and produce grammatically correct correspondence;
- Professional appearance, pleasant manner and the ability to work harmoniously with a multicultural staff;
- Good interpersonal skills in dealing with people at all levels in the Firm;
- Team player in providing support to administrative assistants in other groups and at other levels; and
- Demonstrated skill in process improvements would be an asset.

Candidates with experience working in the Financial Services sector will be given preference. Shortlisted candidates will be skills tested.

Interested candidates should apply in writing, including your resume to:

The Sourcing Manager, Human capital
PricewaterhouseCoopers
P.O. Box HM 1171
Hamilton HM EX
Email: pwcbermuda.hr@bm.pwc.com

Closing Date: 30 October 2012



PwC is an equal opportunity employer and offers a competitive salary and a comprehensive benefits package.