



Emergence is Bermuda's trusted advisor providing expert consulting services and industry-leading solutions in the areas of Business Intelligence, Performance & Risk Solutions, Finance, HR & Payroll Technology Solutions, Outsource Accounting & Payroll Services, Operational & PMO Solutions and Customer Relationship Management

EXECUTIVE & HR ADMINISTRATIVE ASSISTANT

Emergence is looking for an outgoing and highly motivated person that can work independently with Senior Executives as well as part of a team. The candidate should be a mature, highly flexible individual who is well organized, hard-working and have the ability to multi-task. The candidate will be primarily responsible for the day-to-day administration of a medium-sized office and must enjoy helping people, pay particular attention to detail and can effectively handle diverse projects and daily tasks simultaneously. As this position encompasses an HR component, prior experience in the area would be an asset.

The candidate must be proficient with Microsoft Office Suite and be at ease with new technology. Knowledge of Dynamics GP and CRM would be beneficial. Excellent oral and written communication skills are essential as well as the ability to adapt to change and learn new procedures quickly, while also proactively contributing to the ongoing improvement of internal processes.

Emergence is a company like few others. Along with a very strong compensation and benefits package, we provide a positive and dynamic work environment that encourages achievement and personal growth through collaboration and teamwork.

If you are interested in applying, please submit your cover letter & resume to: careers@emergencecorp.com

Closing Date: **August 3, 2013**