

BE EXTRAORDINARY

Digicel



PA to CEO/HR Administrator

Are you extraordinary? Are you always looking ahead, seizing opportunities and creating a better future? If this describes you keep reading...

A Digicel employee is responsive, agile and caring. They push boundaries and are uncomfortable being comfortable. They question norms and they put their ideas into action. They care about their customers and they show it. That's why 11 million customers worldwide, including Bermuda, choose and trust Digicel.

We are seeking an extraordinary PA to the CEO/HR Administrator.

The PA/HR Administrator will report to the CEO and Human Resources Director and will be responsible for providing the HR Director with assistance in managing office administration, and providing high quality administrative and clerical support to the CEO and management team.

The responsibilities will include:

- Draft and produce general correspondence, memos, charts, tables, graphs, business plans and power point presentations, as required, in an efficient and timely manner
- Maintain the CEO and HR Director's filing systems in an accurate and orderly manner
- Assist the CEO in the management of his schedule by coordinating internal and external appointments and meeting
- Organize travel for the CEO as well as travel and accommodation for other business travelers to and from Bermuda, as required
- Handle confidential and non-routine information in a discreet manner
- Interact with customers, both internal and external; vendors and all group employees in a courteous and professional manner at all times
- Assist in ordering and receiving office supplies as required
- Professionally administer all incoming calls and walk-ins, ensuring that callers and visitors are announced and redirected accordingly for the CEO
- Under the direction of the Director of Human Resources, assume responsibility for the following HR functions:
 - Management of the HRIS database including all Attendance/Vacation Tracking; Employee Record Updates; Timesheet Entry, etc.
 - Recruitment support including Candidate Manager (internal and external); interview coordination; reference checks; regret letters and maintaining the online Candidate Manager system
 - Assist with the Immigration process from beginning to end
 - Assist with relocation of employees as required
 - Management of the Estimation / PO system
- Must have the flexibility to work extended hours and or on some weekends
- Flexibility and openness to perform additional and different duties as the business demands and requested by the CEO or Director of Human Resources

The successful candidate will possess:

- High school diploma plus administrative certificate/diploma
- A minimum of 3 years' experience in a similar role
- Detail oriented
- Excellent command of written English and proven ability to compose business correspondence
- Strong organizational and follow up skills
- High level of interpersonal skills to handle sensitive and confidential situations, using poise, tact and diplomacy.
- Excellent telephone etiquette
- Proficient computer skills with Microsoft office products - Excel, PowerPoint, Project
- Minimum typing speed of 60 wpm
- Must have the ability to write shorthand
- Ability to interact and communicate with individuals at all levels of the organization
- Willingness and availability to work weekends and overtime, as required to meet deadlines
- Excellent Project management skills
- Must have an interest in Technology
- Ability to work unsupervised and handle multiple priority assignments simultaneously
- Good team player with excellent communication and interpersonal skills
- Work well under pressure
- Must be able to commence working on or before September 1, 2013

For more information, or to confidentially apply for this excellent opportunity, please contact:

LaKeitha Cunningham – hr.bermuda@digicelgroup.com

Closing date for applications: August 20, 2013