

The Ascendant Group Limited, a publicly traded investment holding company, invites applications for the position of

## Executive Assistant to the President and CEO

### Key Job Responsibilities:

This vacancy is for a highly responsible individual to join the company in direct support of the President and Chief Executive Officer (CEO).

- The Executive Assistant will be responsible for providing administrative and secretarial support to the President and CEO as well as other Senior Officers of the Company
- Must be able to maintain a excellent working relationships with customers, the media, members of the public, business leaders, government, elected officials, consultants and business partners, as well members of the Board of Directors of The Ascendant Group, employees, managers and executives.
- Manage calendar/diary of CEO and coordinate meetings for CEO and other Senior Officers
- Perform confidential administrative assistant functions, including occasional dictation, compose and prepare confidential correspondence, report collation and other documentation
- Prepare expense reports and reconcile corporate credit card account reimbursement submittals
- Will be required to carry a company issued PDA/Blackberry/Cellular device and occasionally be available for urgent projects or activities at unusual hours or on weekends.
- Normal work hours will be 8:00 am to 5:00 pm, Monday through Friday

### Key Job Requirements:

- Completion of a recognized secretarial or administrative certificate or comparable skill demonstrated through extensive experience
- Five to seven years recent experience at the executive assistant level
- Excellent command of the English Language, both verbal and written communication skills as the successful candidate will be required to competently prepare documentation/correspondence as well as answer inquiries and deal with customers and officials on behalf of the President and CEO
- Proficient use of Microsoft Suite, particularly Word, Excel, Outlook and PowerPoint and an ability to quickly learn skills needed to use various iPad/Notebook/Internet devices
- Excellent time management, planning and organizational skills
- Ability to work under pressure
- Ability to access corporate financial and administrative Information Technology systems to gather information and prepare documents
- Ability to deal with dissatisfied members of the public, government elected officials, customers, and employees with grace and dignity

**Application deadline:** Friday, December 20, 2013

**Apply to:** Human Resources

P.O. Box HM 3392, Hamilton HM PX

**E-mail:**

recruitment@ascendant.bm

Ascendant Group Limited is a drug, alcohol and smoke free environment and, as such, requires all applicants to successfully pass a pre-employment drug and alcohol screening prior to an offer of employment.



# ASCENDANT

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