

PROGRESS. PASSION. POSSIBILITIES.

KPMG professionals are individuals who take deep personal accountability for their work, have a passion for excellence, remain driven to achieve their full potential and understand the value of building relationships with clients, future clients, their communities, the global firm and each other. A KPMG professional has a strong work ethic, thrives on challenges, and is dedicated to providing outstanding client services.

KPMG in Bermuda serves an international client base. The Advisory team can help businesses address the most complex challenges by drawing on resources and skills across its global network. We are looking for a Client Service Administrator to support us in maintaining our reputation as a leader in Advisory services both in Bermuda and globally.

Client Service Administrator

KPMG Advisory is looking for a Client Service Administrator with experience and a proven track record supporting a professional and/or financial services team. The role involves supporting the Advisory Department with achieving client service excellence by delivering timely, high quality products, increasing time available for client service staff to focus on driving the business, and encouraging an environment that enhances both the staff and client experience. The individual will work closely with the client service team to deliver services and will be responsible for assisting with organising and providing support to both internal and external events, such as training and seminars. The individual will need to work collaboratively with the firm's Central Support Services (CSS) team and will, from time to time, assist the CSS team.

Candidates must have the following qualifications, skills and attributes:

- A minimum of an associate's degree and preferably a bachelor's degree;
- Recognised secretarial qualifications are beneficial;
- Ability to speed type is essential;
- Ability to speed write or take shorthand is beneficial;
- Experience working in a similar business environment is preferred;
- At least two years of work experience including general administration;
- A high degree of competence in MS Excel, Outlook and Database maintenance;
- A demonstrated advanced degree of competence in Microsoft Word and PowerPoint is essential;
- Experience with graphic design software, including InDesign, is preferred;
- Experience working with website administration;
- Extensive experience in producing letters, presentations, reports and proposals to a professional standard;
- Experience with organising meetings/conference calls and taking minutes;
- Experience in making travel arrangements and completing expense reports is beneficial;
- Experience with organising all aspects of professional events such as training seminars, workshops, roundtables and business development events;
- Experience dealing with and/or directing client queries received by email / telephone;
- Experience undertaking desktop research is beneficial;
- First class written and oral communication skills with solid proof reading skills;
- Exceptional interpersonal skills and organisational skills;
- A strong team player with a proven ability to 'do what it takes' to deliver excellent client service and a track record of taking the initiative to make suggestions and implement solutions;
- Candidates must demonstrate they are capable of working with demanding situations that require the ability to multi-task on a daily basis;
- A willingness and capacity to work overtime at short notice is essential as this is a highly demanding environment with very tight reporting deadlines; and
- Must be a mature, self-motivated individual who is well organised, hard working, enthusiastic and professional.

To apply for the above position, please visit our careers page at **kpmg.bm**.

KPMG | Crown House | 4 Par-la-Ville Road | Hamilton HM 08 | Bermuda

Deadline to apply is Wednesday, February 4, 2015.

KPMG is an equal opportunities employer.

