



## **TEMPORARY EXECUTIVE ASSISTANT**

We are seeking qualified Executive Assistants to be available for various temporary assignments with our clients. To manage and prioritize Executive's workload; handling all incoming and outgoing correspondence; schedule meetings, organize events and to assist with administrative duties as required for the office.

### **DUTIES & RESPONSIBILITIES**

- prepare and edit correspondence, communications, presentations
- maintain contact database;
- conduct research, collect and analyze data to prepare reports, bios, travel itineraries and documents in preparation of meetings;
- ensure relevant managers produce monthly updates outlining progress on projects;
- manage, maintain and prioritize Executive's schedule, appointments, transport and travel arrangements;
- arrange and co-ordinate meetings, conference calls, seminars and events;
- prepare presentations
- record, transcribe and distribute minutes of management meetings;
- monitor, screen, respond to and distribute incoming communications;
- answer and manage incoming calls;
- handle all incoming visitors;
- prepare responses to correspondence containing inquiries;
- assist other staff members in the smooth running of the office handling administrative duties as required.

### **REQUIREMENTS**

- a minimum of 3 years' experience supporting senior level executives
- ability to multitask and prioritize multiple projects
- strong computer skills
- excellent communication skills
- business minded

Interested persons should apply by forwarding an application letter and resume no later than **March 30th, 2015**, to Bermuda Executive Services by email to [info@bes.bm](mailto:info@bes.bm), or by post to Bermuda Executive Services, Attention: Patrice Williams, 77 Front Street, Hamilton HM 12 Bermuda.

Background checks will be conducted on short-listed applicants.