

Expertise

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Executive Assistant/Corporate Administrator

We are seeking an energetic and highly skilled individual to support the Chief Operating Officer (COO) and other Executive/Directors of the company as appropriate. This involves undertaking a variety of administrative, clerical and project management tasks. In addition, the Executive Assistant/Corporate Administrator fulfils Corporate Administrative responsibilities aimed at ensuring the integrity of the governance framework, the efficient administration of the group of companies, compliance with statutory and regulatory requirements and implementing decisions made by the Board of Directors.

The successful candidate will become a valuable member for the Butterfield & Vallis family and must be a self-starter who is organized, has a keen eye for detail and exemplary computer skills. A solid track record of confidentiality and discretion is paramount.

Responsibilities will encompass a range of Executive and Corporate administrative activities including but not limited to:

- Screen phone calls, enquiries and requests, and handle them when appropriate; take messages; meet and greet guests/visitors at all levels of seniority
- Organize and maintain COO's electronic diary and book appointments including booking of travel and accommodation
- Schedule, organize and attend meetings; ensure COO is well prepared for meetings; upon request attend events/meetings as the manager's representative
- Create executive summaries and leverage social media to enhance business and branding
- Ensure compliance obligations under relevant laws and the requirements of regulatory authorities are met
- Manage and maintain Board and committee meeting documents in Board Vantage portal software
- Communicate with Directors, Executives and Staff on various matters, including action flowing from meetings/decisions
- Organize and maintain corporate records
- Implement the decisions of the Board of Directors

Required Minimum Skills, Qualifications & Experience:

- Strong technical knowledge is essential. An Administrative/Secretarial certificate is preferred.
- Three to five years senior secretarial/administrator experience
- Solid track record of confidentiality and discretion
- Proficient with the Microsoft Office Suite of applications
- Exemplary interpersonal and communication (verbal and written) skills
- An understanding of the legal system particularly as relates to compliance
- Personable, energetic and engaging character
- High degree of flexibility and adaptability
- Self-motivated and able to work with minimal supervision
- High degree of attention to detail and accuracy
- Ability to prioritize, multi-task, and meet tight deadlines.
- Highly organized and effective time management
- Strong analytical and problem solving skills

To apply please send your resume to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com.

All enquiries will be dealt with in strict confidence.

Closing Date: April 17, 2015


Butterfield & Vallis
WHOLESALE
DISTRIBUTORS