



Executive Coordinator

Job Summary

The Executive Coordinator reports directly to multiple Senior Executives and enhances their effectiveness by providing information, management support and in representing the Executives to others. The Executive Coordinator will be required to perform a variety of complex, responsible and confidential duties including analysis, secretarial and administration duties. The incumbent will possess a thorough knowledge of organizational dynamics, be methodical, detail- and service-oriented, proactive, personable and flexible.

Primary responsibilities:

- Optimizes Executive's time by reading and researching and routing correspondence as appropriate; drafting letters, presentations and documents; collecting and analyzing information including spreadsheets; initiating communications.
- Maintains Executive's appointment schedule by planning and scheduling meetings, conferences and travel; ensuring that the relevant Executives attend required meetings and are prepared in advance with relevant materials or briefings.
- Accurately records assigned minutes for key executive meetings as required; transcribes copies, collates and distributes various reports for department;
- Initiates, drafts and revises documents and correspondence in accordance with company standards
- Researches, collects, organizes and distributes information for internal and external meetings
- Supports projects and operational activity by assigning work to administrative staff as appropriate; following up on results; following up on meeting action items as required by the Executive.
- Welcomes guests and customers by greeting them, in person or on the telephone; liaises with organizations and clients in responding to routine inquiries or directing them as appropriate.
- Maintains filing system in a proactive manner; files, indexes and cross-references correspondence and files
- Coordinates and/or assists the Executives and senior staff with special projects as required

The successful applicant must have:

- Associate's Degree in Business Administration or Executive Secretary diploma from an accredited institution
- A minimum of 7 years' senior administrative experience in a banking, financial services and/or legal environment
- Completion of a recognized secretarial program with accurate typing at 80-90 wpm; superior knowledge in Microsoft Word, Excel, PowerPoint, and the ability to learn other software packages as required
- The ability to exercise discretion and respect for confidentiality in all matters
- To work partially unsupervised and demonstrate integrity and commitment to work ethic
- Ability to maintain one's composure and work under significant pressure while maintaining accuracy and a meticulous eye for detail
- The ability to juggle multiple competing tasks simultaneously
- Excellent organizational/analytical skills to efficiently co-ordinate and handle multiple responsibilities and assignments in a continuously demanding environment
- Ability to appropriately manage access to the executive team
- Proven capacity for independent judgment and decision-making using one's own initiative
- Superior interpersonal skills and ability to manage divergent management styles
- Possess excellent written and verbal communication skills
- Professional appearance, pleasant manner and ability to work harmoniously with a diverse staff and to represent the Executives effectively and professionally to external parties including customers, regulators and others.

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than August 19th, 2015 to:

Human Resources Department
19 Reid Street, Hamilton HM 11
P.O. Box HM 665, Hamilton HM CX
Email: jobs@clarienbank.com
Fax: + 441 296 7701

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Head Office: 19 Reid Street, Hamilton HM11, Bermuda | Paget Plaza: 161 South Road, Paget DV04, Bermuda

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited through its wholly-owned subsidiaries is licensed to conduct banking, trust and investment business by the Bermuda Monetary Authority.