

EXECUTIVE ASSISTANT TO GENERAL MANAGER

On behalf of our clients, we are seeking an Executive Assistant to perform secretarial and administrative functions for a General Manager and Board of Directors.

Reporting directly to the General Manager, additional responsibilities of the position include:

- Interacting with members of the public and acting as an interface between the General Manager, members of the Board of Directors and other stakeholders
- Assisting in the development and implementation of strategic plans for the company
- Full diary management for the General Manager and other key stakeholders
- Recording and transcribing minutes
- Providing general administrative support to department managers
- Assisting with event planning
- Providing coverage for the Receptionist
- Performing other ad hoc duties, as required

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Associate's Degree in office administration or similar qualification preferred
- Minimum 10 years' experience supporting an executive-level manager
- Excellent office administration skills and shorthand/speedwriting capabilities are required
- Proficiency in the use of Microsoft Office products—Excel, Word, Outlook

Background checks and skills testing will be conducted for all shortlisted candidates. **This position is only open to Bermudians, Spouses of Bermudians and PRC holders.** Interested persons meeting the above criteria should e-mail resumes and at least two professional references to hr@capcarsos.com or apply in writing to:

SOS Limited and CapCar Temporary Services,
PO Box HM 1721, Hamilton HMGX
Tel: 441-295-1585 | Fax: 441-295-1495

Closing date: 30 October 2015