

# We're hiring Executive Assistant.

We are seeking a highly motivated Executive Assistant to provide direct administrative support to our Advisory Department.

The role will be responsible for overseeing and performing day to day support related duties for the Advisory department which includes but isn't limited to:

## **Primary responsibilities include:**

- Internal compliance administration
- Contract administration
- Banking administration
- Electronic filing
- Produce transactional investment journals
- Creating and formatting client deliverables utilizing Microsoft PowerPoint, Excel and Word
- Billing assistance and management
- Prepare expense reports, timesheets and related documentation
- Team travel and calendar management

## **Requirements:**

- Minimum of 3 years of working for senior level executives or providing strong administrative support in a busy environment
- University degree or completion of recognized related program
- Superior communication skills, both written and verbal in addition to strong keyboarding skills
- Strong Microsoft Office skills
- Ability to compose and produce grammatically correct correspondence, ensuring effective representation of the Firm
- Excellent planning and organizational skills with the ability to successfully adapt to changing priorities and multi-task
- A strong sense of urgency, practicality and integrity
- Ability to work independently and well under pressure with close attention to detail
- Willingness and ability to work outside normal office hours when required

All applications should be submitted online at: [www.careers.deloitte.com/jobs](http://www.careers.deloitte.com/jobs)  
Keyword: BM114796JG

Telephone: (441) 292-1500

Deadline for applications: December 16, 2015

# **Deloitte.**

