



Building a better
working world

Location Manager & Administrative/Executive Support Lead

EY, a global market leading professional services organization, with dynamic people in more than 150 countries, is committed to operating with integrity, quality and professionalism in the provision of audit, tax, advisory and transaction advisory services.

We are currently seeking applications for an exciting career opportunity as a **Location Manager & Administrative/Executive Support Lead** in our Bermuda team.

This position encompasses a number of varied roles within operations and office management, including providing executive support to the Bermuda Senior Partner, oversight and management of the Creative Services Group, general facilities and location management, and responsibility for the safety and security of our people and facility. As a leader within the operations team, you will work closely with the firm's leadership team to provide sound counsel and advice in all matters related to office management, workplace services and executive support.

Responsibilities:

- ▶ Provide high level administrative support to the Bermuda Senior Partner utilizing strong administrative skills and an ability to plan and manage complex meeting/travel arrangements
- ▶ Manage EY's knowledge, processes and capital resources, including space and equipment
- ▶ Coordinate and help with the office management budget planning and operate within the approved budget(s)
- ▶ Lead and develop individuals and teams using appropriate people management processes and tools, including staffing, training, supervising, coaching, and performance management
- ▶ Serve internal clients by partnering with other groups within the organization, cultivating relationships, aligning people and processes, and identifying workplace efficiencies
- ▶ Oversee significant portions of highly complex projects and participate in a wide variety of other ad-hoc area/regional projects as required

Required experience/skills/attributes:

- ▶ A minimum of 8 years of progressive experience in a related administrative role with a minimum of 3 years of experience in general management
- ▶ At least 2 years of recent supervisory experience managing teams; experience within a professional services, financial services or corporate environment is required
- ▶ A minimum of an Associate's Degree is preferred but not required
- ▶ Strong analytical, interpersonal and communication skills
- ▶ Confident working with all levels within the firm, building solid relationships with multiple groups
- ▶ Ability to manage multiple tasks in a fast-paced environment and successfully manage multiple and competing projects
- ▶ Strong attention to detail, as well as a commitment to quality and efficiency
- ▶ Ability to work a flexible schedule, as overtime and travel will be required
- ▶ A dedication to teamwork and integrity within a professional environment

EY's competitive compensation package includes health insurance, pension, bonus structure, and vacation entitlement.

To apply for this exciting career opportunity, please visit the careers section of our website: ey.com/Bermuda (job reference: **BER000QS**), email your resume and cover letter to: **hrbm@bm.ey.com**, or call **+1 441 295 7000**.

Deadline for applications: **17 February 2016**

EY, an equal opportunity employer, values the diversity of our workforce and the knowledge of our people.