

Need to grow?

We're here to help!

Bermuda Executive Services Ltd is seeking qualified applicants for contract and permanent employment opportunities in the capacities of Executive Assistants/ Personal Assistants and Executive Assistants/ Legal Secretaries.

Executive Assistant/ Personal Assistant

The successful applicant must have a minimum of five years' recent experience providing advanced support to senior executives.

Key Duties and Responsibilities

Duties will include but are not limited to:

- Providing advanced administrative and personal assistance to senior managers
- Internal and external planning for events and projects
- Managing social media platforms and liaising with media contacts for promotional activity
- Maintaining and organising an extensive work and personal diary
- Arranging travel, booking accommodation and arranging meetings with overseas clients
- Independent drafting of innovative business documentation, including creation of PowerPoint presentations
- Liaising with staff, suppliers and clients with the highest level of professionalism
- Prioritising dealing with clients and all administrative support work
- Drafting of routine correspondence for signature
- Any other tasks as requested which may include tasks in support of the personal lives of senior management

Minimum Qualifications and Experience

- Applicants should have a minimum of five years' recent experience as a senior assistant within an executive environment
- Strong research and document production skills
- Superior communication and interpersonal skills
- High proficiency in using a variety of software packages
- Superior knowledge of all aspects of Microsoft Office
- Candidates must be able to work flexible hours, often at short notice and under considerable deadline pressure.

Executive Assistant/ Legal Secretary

The successful applicant must have a minimum of three years' recent experience providing advanced administrative support to Legal and/or Executive team members.

Key Duties and Responsibilities

Duties will include but are not limited to:

- Providing advanced administrative support to senior executives/partners/senior legal teams
- Ability to take, transcribe and prepare minutes and maintain minute books
- Maintain and organise an extensive diary, organise weekly, monthly, and annual meetings, client and board meetings and arrange travel
- Liaise with clients and regulatory bodies and ensure compliance with statutory requirements
- Independent drafting of business and/or legal documentation
- Prioritising dealing with clients and all administrative support work
- Keeping accurate time records for client billing
- Superior knowledge of all aspects of Microsoft Office
- Drafting of routine correspondence for signature

Minimum Qualifications and Experience

- Applicants should have a minimum of three years' recent experience providing senior administrative support to Legal and/or Executive team members
- High proficiency in transcription of legal documents, correspondence and reports from rough draft or dictation
- High competence in business and legal terminology, spelling, grammar, proofreading and writing
- Ability to take accurate notes to develop reports, and/or minutes of meetings and hearings would be an asset

Applicants should submit a detailed resume with two employment references accompanied by a clear indication of the role for which you are applying to Lindsay Connolly, Senior Recruitment Consultant-lconnolly@queenmgt.com

Alternatively, please call 296-5627 for a confidential discussion, or submit your application in writing to Bermuda Executive Services, Third Floor, Cedar House, 41 Cedar Avenue, Hamilton, HM12.



**Bermuda Executive
Services Ltd**
Third Floor, Cedar House
41 Cedar Avenue
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441-296-5627

www.bermudaemployment.com

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