

Group Administrator

We are seeking a highly motivated and organised individual to join the Freisenbruch-Meyer Team. Reporting to the Chief Operating Officer and assisting several other members of the senior management team, the successful candidate will be responsible for a variety of administrative/ secretarial functions and other special projects as required. There is a heavy organizational component to this role and the successful candidate must be an effective collaborator who is proactive and committed to performance excellence. Given the level of responsibility and confidential nature of the information involved, candidates will undergo skills testing as well as a thorough background check.

Primary duties will include, but are not limited to:

- Providing administrative support to the senior team; maintaining confidential information; managing schedules and preparing correspondence and other information as required;
- Maintaining and updating templates and databases; preparing reports and other correspondence as required
- Making travel arrangements & preparing, submitting and tracking expense reports;
- Coordinating various business meetings/ functions and all associated logistics, onsite and at off-site locations
- Supporting the company's corporate governance including coordinating Board and AGM meetings and communicating with the Board and corporate secretary
- Assisting with the preparation of Board packs
- Acting as recording secretary for company meetings, ensuring all action items are monitored and updated regularly
- Coordinating all corporate social responsibility efforts, both internally and within the community
- Coordinating training and seminar requests and registrations and tracking exam and certification data
- Any other duties or special projects as required to ensure the smooth and efficient administration of the office

Candidates must have the following:

- At least eight years of continuous relevant experience providing strong administrative support in a busy environment supporting senior management.
- A proactive nature and the desire to help improve operational efficiencies
- The ability to use diplomacy, tact and discretion when dealing with sensitive matters
- Extensive knowledge of Microsoft Office Suite in a minimum of Windows 7 environment
- The ability to prepare presentations using the full suite of Microsoft tools is essential
- Excellent communication skills, both written and verbal, with the ability to communicate with our diverse group of professionals, both locally and internationally
- Ability to use an organized and systematic approach to achieve results in the most efficient and accurate way demonstrating meticulous organization skills and the ability to multi-task and pay attention to detail.
- A strong work ethic, with an ability to take ownership of their work
- A strong sense of urgency, practicality and integrity with the ability to handle and balance multiple priorities with excellent time management skills
- Willingness and ability to work outside normal office hours when required
- High degree of initiative; cooperative spirit and ability to work well in a team focused environment

Please apply in writing no later than September 27th 2017 to:
Performance Solutions Limited, Suite 350, 48 Par La Ville Road,
Hamilton HM11
Email: hr@psolutions.bm. Phone: 441-232-5270