

## **ADMINISTRATIVE ASSISTANT PS 16-18 \$58,597 - \$62,810**

We are looking for a responsible Administrative Assistant to contribute to the team effort by accomplishing related administrative and clerical support as needed within the Office of the Auditor General.

The successful applicant will work as part of the Corporate Services section, assisting in daily office needs including the following:-

Duties of this post include:

- Providing general secretarial services including the typing of letters, memoranda, reports, financial statements, general correspondence, and exit conference minutes
- Proofreading all typing undertaken for accuracy, and correcting as necessary before presentation to the officer concerned
- Screening phone calls and routing callers to the appropriate party
- Filing correspondence, reports, etc. in the appropriate files
- Photocopying and collating materials as requested
- Binding financial statements and reports as required
- Processing of invoices for payment

A minimum of two (2) years' work experience is necessary, preferably in a professional accounting office.

Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

Proficiency in the use Microsoft Suite in particular Microsoft Word and Excel is required.

Applicants must be well organized, able to prioritize workload, and meet deadlines.

Can handle sensitive information with the highest degree of integrity and confidentiality.

Experience dealing with people at all levels and displaying a courteous manner at all times is an asset.

Interested persons should submit their resumes, together with copies of professional qualifications, marked "Private & Confidential" to the Attention of the Director – Corporate Services by email at **HR@oagbermuda.bm** or on the Bermuda Job Board.

**Closing Date: June 29, 2018**