



# PERSONAL ASSISTANT

If exceptional multi-tasking, organization and support skills are your strength and you appreciate that work sometimes occurs outside of traditional business hours, please consider this opportunity.

## Core expectations include, but are not limited to:

- Managing all administrative activities including organizing business calendar, scheduling appointments, screening phone calls, managing incoming communications and responding to routine enquiries and requests;
- Conducting research; producing documents and preparing written responses to routine correspondence;
- Organizing meetings and ensuring the manager is well prepared; attending meetings, taking and preparing minutes and/or executive summaries of meetings;
- Ensuring electronic and physical filing is regularly organized and updated;
- Assisting with managing expenses, reconciling credit cards and preparing expense reports;
- Liaising with suppliers, staff and vendors as required to obtain relevant documents required for buying team;
- Organizing and maintaining ever changing calendar and household schedule for a family of four;
- Booking flights and travel arrangements, organizing detailed itineraries while ensuring most efficient travel within assigned budget;
- Coordinating domestic staff, vendors and contractors for household maintenance and acting on behalf of executive in their absence;
- Planning, organizing and executing special dinners and social events;
- Transporting children to and from activities and coordinating general pet care as required;
- Completing personal shopping, special requests, errands and related duties as needed.

## Qualifications, skills and experience required for the roles include:

- A minimum of 3 years' experience as an executive or personal assistant for a busy executive;
- Budget Management experience; experience reconciling credit cards, creating expense reports;
- Exceptional written and oral communication skills; strong interpersonal skills;
- Discretion, trustworthiness and the ability to be proactive and take the initiative;
- Good organizational and time management skills and the ability to work under pressure and to meet tight deadlines with a keen attention to detail;
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines;
- An advanced level of computer literacy in Microsoft applications and project management programs;
- Valid driver's license and clean driving record.

Qualified candidates are invited to submit their resume and a hand-written submission indicating why PA work suits them to:

Human Resource Manager  
People's Pharmacy Ltd.  
P. O. Box HM2098  
Hamilton HMJX, Bermuda  
Email: [info@peoples.bm](mailto:info@peoples.bm)

**Closing date for applications is:  
Friday, July 22, 2018**



People's is an equal opportunity employer!