



Invest Differently

## Investment Management Executive Assistant

### Responsibilities:

We are seeking a highly motivated individual with a strong work ethic and excellent organizational skills to provide support as an Investment Management Executive Assistant. This is a diverse role with duties that include, but are not limited to, the following:

- Anticipating the needs of a busy executive
- Managing high-level sensitive and confidential information with tact, diplomacy and discretion
- Problem solving using a methodical approach
- Prioritizing objectives and executing with little supervision
- Proactively scheduling and coordinating daily activities, including materials for business decisions, internal and external calls, TelePresence and other meetings
- Independently coordinating a frequent and complex global travel schedule, including flights, accommodation, ground transportation, etc.
- Working on multiple projects and ad-hoc duties simultaneously while meeting strict deadlines
- Compiling and managing expense reports
- Working collaboratively with other Executive Assistants and the Administration Team and providing coverage as required

### Essential Skills:

Demonstrated history of over-achievement born out of being a self-starter and having a strong sense of ownership. Exhibit good judgement to problem solve with strong decision-making skills. Extremely detail orientated with a strong ability to work under pressure, switching between routine and more complicated tasks. Positive personality combined with a humble, honest and trustworthy attitude. Team player.

### Qualifications:

Minimum of five years' experience in a similar role. Strong academic background with a minimum of an Associate's Degree is desired. High proficiency at MS Office with a particular focus on Outlook, Word and Excel. Excellent verbal and written communication skills.

### What We Offer:

We strive to attract talented individuals who have demonstrated the ability to excel in a challenging environment; the remuneration package will reflect this and will be heavily influenced by performance.

### Instructions for Application:

If you believe that you possess the experience and have the potential required to excel in this role, please apply in writing with a detailed résumé and cover letter to [opportunities@orbis.com](mailto:opportunities@orbis.com) or hand deliver an application to:

#### **Investment Management Executive Assistant Opportunity**

Orbis Investment Management Limited  
25 Front Street, Hamilton HM 11, Bermuda  
Telephone: 441-296-3000

Closing Date: 30 July 2018

### The Company:

Orbis is a global, privately owned investment firm, managing in excess of \$30 billion of assets, headquartered in Bermuda with offices across four continents and over 400 professionals. We have been creating long-term value for our clients since 1990. Our investment philosophy is fundamental, long-term and contrarian, and we are uniquely structured to encourage bold but considered decisions, even in times of stress. As a firm, our business model requires us to deliver meaningful outperformance to our clients.

We believe that to generate better long-term returns than the market, you need to do things differently to others in it.

Do you?

[www.orbis.com](http://www.orbis.com).