



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

### **Executive Assistant/Personal Assistant**

The successful applicants 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 executives/partners/managers
- Ability to take, transcribe and prepare minutes and maintain minute books
- Internal and external planning for events and projects
- Managing social media platforms and liaising with media contacts for promotional activity
- Maintaining and organizing an extensive work and personal diary
- Arranging travel, booking accommodation and arranging meetings with overseas clients
- Independent drafting of innovative business documentation, including the creation of PowerPoint presentations
- Manage Bermuda visitor arrival preparations and scheduling, including accommodation, itinerary and transport
- Liaise with clients and regulatory bodies and ensure compliance with statutory requirements
- Liaising with staff, suppliers and clients with the highest level of professionalism
- Prioritizing dealing with clients and all administrative support work
- Drafting of routine correspondence for signature

#### **Minimum Qualifications and Experience**

- Applicants should have a minimum of five years' recent experience as a senior executive assistance in a corporate environment
- Strong research and document production skills
- Superior communication, interpersonal and confidentiality 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 applicants must have a minimum of five 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
- Maintaining and organizing an extensive diary, organize 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
- Prioritizing dealing with clients and all administrative support work
- Keeping accurate time records for client billing
- Arranging travel, booking accommodation and arranging meetings with overseas clients
- Liaising with staff, suppliers and clients with the highest level of professionalism
- Drafting of routine correspondence for signature

#### **Minimum Qualifications and Experience**

- Applicants should have a minimum of five years' recent experience providing senior administrative support to Legal and/or Executive team members
- High proficiency in the transcription of legal documents, correspondence and reports from rough draft of 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.
- Strong research and document production skills
- Superior communication, interpersonal and confidentiality skills
- 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

Applicants should submit a detailed resume with two employment references accompanied by a clear indication of the role for which you are applying to [info@bes.bm](mailto:info@bes.bm) with the subject title: "Executive Assistant/Legal Secretary 10/18" **OR** "Executive Assistant/Personal Assistant 10/18" **by no later than Friday, 12 October 2018.** No walk-in applications will be accepted.