

Join a team who cares about excellence

EXECUTIVE SECRETARY

OFFICE OF THE CHIEF OF STAFF

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

Key responsibilities include:

- Maintains business relationships on behalf of the Chief(s) / Vice President(s) / Director(s) / Manager(s), providing a first point of contact service for internal and external clients. Takes the initiative to deal with matters within own personal knowledge, directs to the appropriate department or escalates to a more senior person as required
- Assists with the preparation of basic budgetary information and spreadsheets under the direction of Chief(s) / Vice President(s) / Director(s) / Managers
- Coordinates special administrative based projects as required, ensuring the delivery of the desired project outcome within available resources. Alternatively, contributes to general projects as a project team member, delivering allocated work accordingly
- Maintains databases. Uses standard reporting functions and assists with ad-hoc reports as required. Interprets basic data. Uses specialist IT systems associated with the functions of the department as required
- Assists with research. Formats reports and power-point presentations and other document proofs
- Maintains and tracks departmental activities and priorities ensuring that urgent items are brought to the attention of a more senior member of staff at an appropriate time
- Effectively manages the diary commitments of Chief(s) / Vice President(s) / Director(s) / Managers planning the most effective use of their time. Schedules in repeat appointments and uses independent judgment to prioritise commitments. Escalates diary pressures to the Chief(s) / Vice President(s) / Director(s) / Managers as appropriate

Qualifications/Skills & Knowledge required:

- Associate Degree in secretarial / administrative subjects or related discipline
- 5 years secretarial / administrative experience. Preference given to support of senior executives
- Develop and maintain efficient administrative processes
- Competent in Microsoft applications as Outlook, Word, Excel and PowerPoint
- Proficient in time management of self and direct manager (able to organize events and meetings)
- Understands ordering and invoicing processes
- Must be able to maintain and manage a high degree of confidentiality and data security

Schedule: 35 hours per week

Closing date for applications is: October 22, 2020. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,
visit www.bermudahospitals.com, and apply through BHB Jobs NOW.
Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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