



Building a better
working world

Executive Assistant

As a global leader in assurance, consulting, strategy & transaction and tax services, EY hire and develop the most passionate people in their field to help build a better working world. This starts with a culture that believes in giving you the training, opportunities and creative freedom to make things better. So that whenever you join, however long you stay, the exceptional EY experience lasts a lifetime.

We have an exciting career opportunity for an Executive Assistant to join our team in Bermuda. The successful candidate will provide full and diversified administrative support to a variety of client-serving associate partners and partners. This is an exciting opportunity to join a growing practice; the successful candidate will be a strong team player and have excellent planning, project management, and time management skills, to be used in a fast-paced environment with tight deadlines.

Responsibilities:

- ▶ Manage calendars and schedule meetings; use firm travel and meeting tools and follow policies and procedures to make travel/meeting arrangements
- ▶ Complete reports, presentations, expense reports and timesheets for assigned personnel
- ▶ Handle administrative details and routine issues independently to a high quality
- ▶ Apply EY's branding and correspondence guidance to format/edit letters, reports, and correspondence from draft to client-ready stage
- ▶ Communicate effectively with partners and team members to keep them informed of the status of projects, making certain that all deadlines are met
- ▶ Proactively develop relationships with key internal/external client contacts, gaining recognition as a team resource
- ▶ Develop and demonstrate a solid working knowledge of the firm structure, service lines, key personnel, policies and procedures
- ▶ Partner with service line teams to create events for business development purposes; planning would include managing the event, attending and coordinating the event, and liaising with contacts at the event

To qualify, candidates must have:

- ▶ An associate degree preferred, or equivalent work experience
- ▶ A minimum of three (3) years of relevant experience in an administrative and/or executive support role; prior experience within a professional services firm, financial services or corporate environment preferred
- ▶ Superior interpersonal and communication skills and the ability to interface with personnel at all levels within the firm
- ▶ The ability to manage multiple tasks and a large group of people in a fast-paced environment and successfully manage multiple and competing projects
- ▶ Proficiency in the use of standardized software applications, including MS Word, Excel, PowerPoint and Outlook
- ▶ Excellent organizational, analytical and problem-solving skills
- ▶ Strong attention to detail, as well as a commitment to quality and efficiency
- ▶ The ability to work independently with minimal supervision and the capacity to work a flexible schedule, as some overtime will be required during peak periods
- ▶ A dedication to teamwork and integrity within a professional environment

What working at EY offers

We offer a competitive compensation package where you'll be rewarded based on your performance and recognized for the value you bring to our business. In addition, our total rewards package includes medical, dental, and vision coverage, competitive pension plan, generous vacation and flexible work policies, and a range of programs and benefits designed to support you.

To apply for this exciting career opportunity, please visit the careers section of our website: ey.com/bbc (**Job ID: HAM0013F**), email your résumé and cover letter to: bermuda.careers@bm.ey.com, or hand deliver to:

The Talent Team
EY Bermuda Ltd.
3 Bermudiana Road
Hamilton, HM08
Telephone: +1 441 295 7000

Deadline for applications: **15 June 2021**

EY, an equal opportunity employer, values the diversity of our workforce and the knowledge of our people.