

The U.S. Consulate General
Continues to seek an
Executive Assistant
Salary: FSN 7 - \$69,137 - \$79,506
Full-Time (40 hours per week)

We are still searching for a dynamic individual to join our team!

The U.S. Consulate General works to maintain the strong ties between the United States and Bermuda and ensure the security and emergency preparedness of American citizens who reside in and visit Bermuda.

The successful applicant will play a critical role supporting the U.S. Consul General by performing a full range of duties, including arranging representational events; prioritizing and scheduling appointments and meetings; tracking expenses; preparing correspondence and reports; and maintaining electronic records for the office of the Consul General. The position requires a minimum of three years of experience in a position of responsibility at the executive assistant level. Discretion, strong interpersonal communication and time management skills are required. Applicants must be proficient with Microsoft Office programs to include Word, Excel, Outlook and Teams. The successful applicant must be able to pass a security background check and pre-employment medical examination. For further details and information on how to apply for this position, please visit our website:

<http://bm.USConsulate.gov/consulate/jobs>

Please note all applications must be submitted using the Electronic Recruitment Application in order to be considered.

Closing date for Applications: January 10, 2022