



THE POST: Executive Administrative Assistant
THE SALARY: (BCS20) \$71,454.25 to (BCS22) \$76,910.78
DEPARTMENT: Office of the Vice President, Academic & Student Affairs
CLOSING DATE: Tuesday, 26th of April, 2022
APPLY TO: Lauren Alleyne,
Officer, Human Resources & Development,
at humanresources@college.bm

BC'S CORE VALUE - COMMITMENT TO EMPLOYEES

Bermuda College supports a work environment that is conducive to a healthy balance among work, family life and self, recognizing that is what leads to a dedicated, creative and innovative employee. We will value each employee's job as a meaningful part of the whole; we will provide professional development opportunities and clearly defined career tracks.

THE POST

Bermuda College is seeking a talented and creative professional to join our staff as an:

Executive Administrative Assistant

The Executive Administrative Assistant will support the Vice President, Academic & Student Affairs by providing a range of administrative and secretarial duties on to enable him/her to discharge his/her duties and responsibilities in an effective and efficient manner. The Executive Assistant also manages the Office of the Vice President, Academic & Student Affairs and performs associated duties as requested.

RESPONSIBILITIES AND ACCOUNTABILITIES

The Executive Administrative Assistant acts as the focal point of all documents to the Vice President, Academic & Student Affairs, records and forwards for his/her attention.

The Executive Administrative Assistant is responsible for arranging meetings on behalf of the Vice President, Academic & Student Affairs. Prepares, in consultation with the Vice President the agenda for the meetings and distributes to those who are required to attend, arranges and prepares meeting rooms, refreshments and orders supplies, as necessary. He/she confirms individual's attendance and advises the Vice President accordingly. Records and transcribes the minutes of the meetings and, on approval, disseminates, as necessary.

The Executive Administrative Assistant arranges travel on behalf of the Vice President and ensures that the necessary purchase orders/travel claims and expenses procedures are followed and are submitted for payment. He/she secures itineraries so that Vice President can be contacted in case of emergencies. The Executive Administrative Assistant makes travel arrangements for visitors from overseas, including hotel reservations and ground transportation.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

The Postholder must have a High School Diploma or equivalent and a secretarial course of two (2) years' duration, with typing speed of 50 w.p.m. Must be capable of operating within a computerized environment. Successful candidates should also have a minimum of three (3) years' relevant experience undertaking administrative and secretarial duties required for the post.

The ideal candidate must possess good verbal, written and inter-personal skills and be able to handle confidential documents/matters with a high degree of sensitivity. Applicant must be able to undertake a number of tasks simultaneously and work under pressure. The applicant should demonstrate proficiency with Microsoft Office, particularly MS Word, Excel and Outlook.

APPLICATION DOCUMENTS

Please send, along with your resume: At least two (2) each, recent, written, work and character references which include contact information. Persons providing a work reference must be able to assess your qualifications and experience from their own experience, when working with you.

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