

## **EXECUTIVE ASSISTANT/PERSONAL ASSISTANT**

**Bermuda Executive Services Ltd** is seeking qualified applicants for temporary and contract assignments.

### **Key Duties and Responsibilities:**

- Act as an executive assistant and/or personal assistant to senior executives and/ or partners for exempt and or local business.
- Assist and support office administration, human resource initiatives, preparing of materials for quarterly committee meetings, coordinate travel itineraries including point to point transportation and meeting arrangements.
- Other responsibilities could include, but are not limited to, support off payrolls, compensation & benefits, taking & transcribing minutes, ensuring all travel and office expenses in accordance to business's policies.
- Responsible for a heavy calendar, requiring interaction with internal and external stakeholders to coordinate a variety of complex executive meetings.
- Assist as needed in development of executive presentation and materials using Microsoft PowerPoint and relevant software programs.
- Set up and manage paper and electronic office files, including Board of Directors files.

### **Minimum Qualifications and Experience**

- Applicants should have a minimum of five years' recent experience providing senior administrative support to executive team members with a bachelor's degree.
- Expert level of written and verbal communication skills and meticulous attention to detail are required.
- Ability to multi-task in a fast-paced environment, and to work with limited supervision while demonstrating strong business savvy.
- Having a professional demeanor, exercise confidentiality and discretion always.
- Exceptional computer skills to include MS Office.
- Knowledge on commonly used concepts, practices and procedure within a corporate environment.
- Be punctual and maintain a good attendance record with flexibility to work beyond traditional office hours.

Interested applicants Please apply in writing with a detailed resume along with two employment references with subject "Executive Assistant/Personal Assistant" to [admin@affiniamgt.com](mailto:admin@affiniamgt.com)

Reference **BES/EA/PA 05/2022**. Closing date: **6th June 2022**