

Administrative Assistant (Fixed term)

The Administrative Assistant will be responsible for performing a wide range of secretarial and related administrative support for the Group Chief Executive Officer and the Group Chief Financial Officer.

Core responsibilities include:

- Manage and maintain the Group CEO's and CFO's calendars, coordinating meetings and appointments
- Manage travel arrangements (flights, hotels, transport, etc.)
- Coordinate Board meetings
- Perform administrative tasks as requested including booking rooms
- Liaise with internal and external clients
- Assist with arrangements for events such as leadership summits and company social events
- Perform any other duties as assigned

Qualifications and experience required:

- Associates degree in Business or a related field
- Formal administrative training or equivalent work experience
- Minimum of four years' experience in an administrative role supporting Executive and/or Senior Management
- Superior administrative and organizational skills with the ability to multi-task and effectively prioritize deliverables
- Proven track record of managing travel arrangements
- Exceptional customer service focus
- Excellent proficiency in MS Office Suite (Word, Excel, and Outlook)
- Strong written and oral communications skills
- Meticulous attention to detail and a logical and analytical thinker with good problem-solving skills
- Flexible team player, ability to work well under pressure with minimum supervision and outside normal working hours, if required
- Be highly motivated and capable of exercising initiative and good judgment
- Proven ability to meet tight deadlines and perform efficiently under pressure
- Demonstrated ability in maintaining and managing positive relationships with internal and external stakeholders
- Proven work experience responding to unexpected situations quickly and professionally.

Only Bermudians and Spouses of Bermudians need apply.

Closing Date: Friday July 22, 2022

Send your resume to: People Department
Argus Management Services Limited (The Argus Group)
14 Wesley Street Hamilton HM11 or
P.O. Box HM 1054 Hamilton HMEX
Tel: (441) 295-2021 | Fax: (441) 292-6763
Email: resume@argus.bm | www.argus.bm



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