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Executive Assistant to the Principal

On behalf of our client, CedarBridge Academy, we invite interested applicants to apply for the post of **Executive Assistant to the Principal**.

The Executive Assistant to the Principal will work under the direct supervision of the Principal to provide support with the management of the School through the execution of administrative and Executive Assistant responsibilities.

Duties & Responsibilities:

Daily Administration

- Make, receive and screen all incoming phone calls and write emails on behalf of the Principal
- Compose and send out routine external correspondence, including letters to stakeholders and the Department of Education, weekly parent and staff newsletters, as directed by the Principal and send responses on the Principal's behalf
- Produce any other written correspondence to staff, parents, and students as required while working with short deadlines, ensuring all documents are fully, timely, and accurately completed

Principal's Calendar

- Maintain an accurate and up to date calendar, notify the Principal of upcoming appointments, meetings, and events and act as a gatekeeper by managing and redirecting any requests that are not an immediate priority
- Prepare any relevant documentation, support, and correspondence that may be required for meetings and events
- Arrange appropriate meeting accommodations, take minutes if necessary during meetings, and complete any follow up action as required

Teaching Staff Recruitment

- Liaise with the Principal to manage the recruitment process for the appointment of teaching staff
- Manage all Ministry of Education personnel files including daily attendance and time off requests
- Ensure compliance with all Ministry of Education reporting requirements

Gradebook Administration

- Review teacher gradebooks for accuracy and assist with troubleshooting gradebook errors
- Perform grade checks and run system reports as requested
- Generate Honor Roll and report cards for distribution
- Produce end of year reports and statistical data

Event Management

- Play a key role in the organization of large school events as requested by the Principal, such as: Prize Giving, Honors Assemblies, and Graduation

Experience and Qualifications:

- Bachelor's Degree in Business Administration or an equivalent degree or certification
- A minimum of six years' experience in an office environment with at least two years in a supervisory position
- Previous experience in event planning and management would be advantageous
- Proficiency with PowerSchool (Required)
- Fluent in Microsoft Office applications including Word, Excel, and PowerPoint. Google Suite Certification (Advantageous)
- Strong analytical and problem-solving skills, with excellent time management and organizational skills
- Effective interpersonal skills including sound writing and proofreading skills
- Ability to handle confidential matters with discretion
- Ability to work with minimal supervision

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

Closing Date: August 23, 2022

