

# Business Support Specialist

## Wealth and Personal Banking

Closing date: 19 January 2023

HSBC Bank Bermuda Limited is seeking a highly engaged individual to perform the role of Business Support Specialist. This role will provide administrative support to Senior Leaders and teams.

### Major responsibilities

- Interacts with diverse colleagues ensuring a high quality of service and communication
- Prepares correspondence and governance reports in advance of scheduled meetings
- Draft presentations, prepare fund fact sheets and other customer material, as well as ongoing file and document management
- Records minutes and actions at formal governance forums and meetings
- Manage and coordinate calendars, schedule meetings and arrange travel and accommodation
- Screens and responds to visitors, telephone calls, incoming mail, publications and other correspondence
- Maintain records, information resources and data sources
- Co-ordination of Business Continuity activities as well as, arranging, meetings, services and supplies
- Provide ongoing administrative support the overall team including coordination of IT requests, stationary, expenses, physical building access and other activities

### Minimum qualifications

- Bachelor's degree preferred
- Minimum of 5 years' administrative experience with at least 3 years supporting Executive level roles
- Advanced knowledge of Microsoft Office in particular Word, PowerPoint and Excel and an understanding of database management.

Interested applicants are invited to Join our Talent Community by applying via

[https://mycareer.hsbc.com/en\\_GB/jointalentcommunity?pipelineId=153998&source=HSBC+Careers](https://mycareer.hsbc.com/en_GB/jointalentcommunity?pipelineId=153998&source=HSBC+Careers)

