



GENERAL ADMINISTRATION OFFICE ASSISTANT

COMPANY DETAILS:

Orbis is a Bermuda-based investment company managing long-only equity and absolute return funds. Orbis strives to attract talented individuals who have demonstrated an ability to thrive in an environment that demands excellence.

ROLE & RESPONSIBILITIES:

We are seeking a vibrant, self-motivated individual with a strong work ethic, positive attitude and strong interpersonal skills to provide general support in the role of General Administration Office Assistant. This is a diverse and very demanding role with duties that include, but are not limited to, the following:

- Managing the conference rooms, including set-up and cleaning, before, during and after meetings
- Ordering and managing the office and kitchen inventory (some heavy lifting will be required)
- Ordering, collecting and distributing daily lunches
- Assisting with the organizing and cleaning up of in-house entertaining and catering (must be available and willing to work after normal working hours, and on some weekends and holidays as and when required)
- Managing and distributing incoming and outgoing mail, by-hands and couriers
- Offering support and coverage for the Reception desk
- Providing ad-hoc support within the office as requested

KEY STRENGTHS:

Team player. Accurate and keen attention to detail. Excellent verbal and written communication skills. Strong organizational skills with the ability to plan and prioritize work. Focused and methodical in problem resolution and task completion. Ability to develop positive relationships with clients and colleagues as the supplier of an internal service.

QUALIFICATIONS:

Knowledge of Microsoft software applications, particularly Outlook, Word, and Excel. Good typing skills.

SUBMISSION DETAILS:

Applications will be dealt with in strict confidence and interested candidates should apply in writing or via email with a detailed résumé to:

Human Resources

Re: General Administration Office Assistant

P.O. Box HM 571, Hamilton HM CX

Telephone: 296-3000

Or email human_resources@orbisfunds.com

Closing date: 14 March 2011