

EXECUTIVE SECRETARY/PERSONAL ASSISTANT

KPMG in Bermuda is a leading provider of professional services, which include audit, tax, financial and risk advisory. Our approach to relationships and service delivery helps clients across the globe exploit new opportunities, improve performance, manage risk and enhance value for both shareholders and stakeholders alike.

We are seeking an experienced an executive secretary/personal assistant in the tax department. This is a high pressure environment that will require the incumbent to possess the ability to maintain drive and enthusiasm whilst working under very tight deadlines during particular periods of the year. The interview process will include administrative/secretarial skills testing and reference verifications.

The role will encompass all aspects of a busy executive secretary/personal assistants duties including but not limited to:

- Document management such as report preparation, correspondence and filing
- Updating managers' monthly client engagements and other key departmental administrative needs
- Photocopying and processing of tax returns within given timeframes
- Filing all technical documents to ensure information is current
- Preparation of Power Point presentations
- Diary/travel management
- Personal errands as required
- Answering queries from clients and members of the department

Candidates will be expected to have the following qualifications, experience and skills:

- Educated to high school/college level or beyond
- Recognized secretarial qualifications
- Proven experience of working for C level Executives
- A very high degree of competence in Microsoft Word, Excel, Outlook, PowerPoint and Database administration
- Strong organizational skills and the ability to manage multiple tasks and prioritise as needed
- Proven ability to work well under pressure and meet strict deadlines
- First class written and oral communication skills as well as excellent presentation skills to produce reports and proposals
- Exceptional people skills with the ability to work with clients and staff of all levels
- The enthusiasm to work as part of a team and 'do what it takes' to get the job done, including working significant hours of overtime particularly during the months of January to end of April
- Ability to maintain confidentiality at all times

To apply for the above position send your resume and covering letter via e-mail to hr@kpmg.bm. Please put Executive Secretary in the subject field. Or write to:

KPMG | Crown House | 4 Par la Ville Road | Hamilton HM 08

Deadline to apply is April 7, 2011.

KPMG is an equal opportunities employer.

