



FIRM MANAGEMENT TEAM 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 highly motivated individual with a strong work ethic and excellent organizational skills to provide support as an Assistant to the Firm Management team. This is a diverse role, with duties that include, but are not limited to, the following:

- Assisting in the oversight of the firm's decision-making process, including managing the business proposal submission process and maintaining archives of firm documentation such as research reports, project plans, and meeting minutes
- Organizing and managing complex global travel itineraries
- Assisting in background research for central firm projects and preparing well-structured and insightful written and verbal summaries of industry trends
- Preparing drafts of formal firm documentation, such as internal communications, partner correspondence and project specifications through the use of meeting minutes
- Coordinating the compilation and distribution of general management reports and other documents to the Board of Directors and firm management
- Coordinating department recruitment processes, including job advertisements, correspondence, interviews, testing, travel and accommodation for candidates
- Providing back-up support to the executive assistants and administration team as required
- Undertaking project work and ad-hoc clerical duties as, and when, required

KEY STRENGTHS:

Team player. Accurate, with a keen attention to detail. Above average numerical skills. Superior organizational skills, with a strong ability to switch between routine and more complicated tasks. Extremely self-motivated with demonstrated good judgment and a methodical approach to problem solving. Excellent technical skills. Positive attitude, combined with an honest and trustworthy manner.

QUALIFICATIONS:

Strong academic background with a minimum of an Associate's Degree. Given the research demands of the role a Bachelor's degree would be very advantageous. High proficiency with MS Office with a particular focus on Word and Excel. Excellent verbal and written communication 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: Firm Management Team Assistant

P.O. Box HM 571, Hamilton HM CX

Telephone: 296-3000

Or email human_resources@orbisfunds.com

Closing date: 12 August 2011