

**ORBISACCESS 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 excel.

ROLE & RESPONSIBILITIES:

We are seeking a highly motivated individual with a strong work ethic and excellent organizational skills to provide support as a Team Assistant to the OrbisAccess Team. This is a diverse role with duties that include, but are not limited to:

- Preparing drafts for documents and assisting in preparation of significant team deliverables.
- Organizing meetings, including reservation of relevant rooms across global office locations and arranging required equipment.
- Organizing departmental events and providing coordination support.
- Supporting the management of departmental information and expenses.
- Coordinating with other Team Assistants regarding the recruitment processes, including job advertisements, correspondence, interview set up, arranging online assessments, scheduling and arranging travel and accommodations for candidates.
- Coordinating and scheduling travel arrangements and accommodations for members of the team and visitors.
- Performing general clerical duties as required, such as photocopying, faxing, mailing, etc.
- Carrying out project work and ad-hoc duties as and when required.
- Providing administrative and coordination support to the global manager as and when required including diary and travel management, expense claims and invoicing, preparing reports and documents.

KEY STRENGTHS:

Team player. Accurate, with a keen attention to detail. Excellent verbal and written communication skills. Superior organizational skills, with ability and willingness to take initiative. Ability to switch between routine and more complicated tasks. Focused and methodical in problem resolution and task completion.

QUALIFICATIONS:

Strong academic background with a minimum of an Associate's Degree. High proficiency with MS Office with particular focus on Outlook, Word and PowerPoint. Advanced knowledge of Excel.

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: OrbisAccess Team Assistant

Orbis Investment Management Limited

P.O. Box HM 571, Hamilton HM CX

Telephone: 296-3000

Or email human_resources@orbisfunds.com

Closing date: 2 November 2011