



# Executive Assistant

At PricewaterhouseCoopers Bermuda you will be challenged by the work we do, and the environment in which our clients do business. Your ideas will be valued and your individuality will be recognised. We encourage you to consider a career in our dynamic environment and allow us to help you realise your goals.

## **The role:**

Executive Assistant

Supporting one or more of the firm's partners and managers as required, the Executive Assistant's responsibilities will include, but are not limited to, providing superior administrative support when performing the following duties:

- Manage partners' diaries and personal affairs;
- Proactively prepare correspondence in accordance with firm standards;
- Prepare electronic and hardcopy presentations and proposals and complete various other ad hoc projects;
- Prepare expense reports, weekly timesheets and related documentation;
- Maintain documents and control access to internal databases;
- Research, collect, organise and distribute information for internal and external meetings;
- Take and transcribe minutes of meetings;
- Coordinate executive seminars, meetings, business hospitality/entertainment and travel arrangements;
- Liaise with organizations and overseas clients in responding to routine enquiries;
- Maintain and update client database; and
- File, index, and cross-reference correspondence and files.

## **Essential skills, experience & attributes:**

- A minimum of 7 years' experience working for senior level executives and completion of a recognised secretarial program;
- Extensive knowledge of Microsoft Office Suite in a Windows XP environment (ICDL certification would be an asset);
- Experience working with Lotus Notes would be

asset;

- Accurate keyboarding skills at 70-80 wpm and shorthand or speedwriting skills;
- Ability to exercise discretion and confidentiality;
- Ability to work well under significant pressure with close attention to detail;
- Ability to work cooperatively as well as independently under pressure with close attention to detail;
- Ability to appropriately manage colleagues' access to partners;
- Proven capacity for independent judgment and decision making using one's own initiative;
- Excellent planning and organisational skills with the ability to successfully adapt to changing priorities;
- Ability to compose and produce grammatically correct correspondence;
- Ability to produce executive presentations for international clients using appropriate software;
- Superior communications skills ensuring effective representation of partners and the firm;
- Prioritize and share multiple workloads between different levels of management;
- Ability to work long hours with the flexibility to work overtime (including weekends and public holidays) at very short notice; and
- Professional appearance, pleasant manner and ability to work harmoniously with a multicultural staff.

Candidates with experience working in the Financial Services sector will be given preference. Shortlisted candidates will be skills tested.

## **Interested candidates should apply in writing, including your resume to:**

The Sourcing Manager, Human Capital  
PricewaterhouseCoopers  
P.O. Box HM 1171  
Hamilton HM EX

**Email:** [pwcbermuda.hr@bm.pwc.com](mailto:pwcbermuda.hr@bm.pwc.com)

**Closing date for applications:** 22 November, 2011



*PwC is an equal opportunity employer and offers a competitive salary and a comprehensive benefits package.*