



PERSONAL ASSISTANT

If exceptional multi-tasking, organization and support skills are your strength and you appreciate that work sometimes occurs outside of traditional business hours, please consider this opportunity.

Core expectations include, but are not limited to:

- Managing all administrative activities including organizing business calendar, scheduling appointments, screening phone calls, managing incoming communications and responding to routine enquiries and requests;
- Conducting research; producing documents and preparing written responses to routine correspondence;
- Organizing meetings and ensuring the manager is well prepared; attending meetings, taking and preparing minutes and/or executive summaries of meetings;
- Ensuring electronic and physical filing is regularly organized and updated;
- Assisting with managing expenses, reconciling credit cards and preparing expense reports;
- Liaising with suppliers, staff and vendors as required to obtain relevant documents required for buying team;
- Organizing and maintaining ever changing calendar and household schedule for a family of four;
- Booking flights and travel arrangements, organizing detailed itineraries while ensuring most efficient travel within assigned budget;
- Coordinating domestic staff, vendors and contractors for household maintenance and acting on behalf of executive in their absence;
- Planning, organizing and executing special dinners and social events;
- Transporting children to and from activities and coordinating general pet care as required;
- Completing personal shopping, special requests, errands and related duties as needed.

Qualifications, skills and experience required for the roles include:

- A minimum of 3 years' experience as an executive or personal assistant for a busy executive;
- Budget Management experience; experience reconciling credit cards, creating expense reports;
- Exceptional written and oral communication skills; strong interpersonal skills;
- Discretion, trustworthiness and the ability to be proactive and take the initiative;
- Good organizational and time management skills and the ability to work under pressure and to meet tight deadlines with a keen attention to detail;
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines;
- An advanced level of computer literacy in Microsoft applications and project management programs;
- Valid driver's license and clean driving record.

Qualified candidates are invited to submit their resume and a hand-written submission indicating why PA work suits them to:

Human Resource Manager
People's Pharmacy Ltd.
P. O. Box HM2098
Hamilton HMJX, Bermuda
Email: info@peoples.bm

**Closing date for applications is:
Monday, July 23, 2018**



People's is an equal opportunity employer!