

## **ADMINISTRATIVE ASSISTANT (Part-Time)**

### **Bermuda Economic Development Corporation (BEDC)**

Applicants are invited to submit their resumes and a cover letter for the post of Administrative Assistant within the QUANGO –BEDC.

Works under the supervision of the Economic & Cooperative Development (ECD) Director.

The Administrative Assistant is primarily responsible for:

- The provision of administrative support to enable the relevant teams to effectively discharge their duties and responsibilities;
- Project management using Asana project management system;
- Managing client communication;
- production of meeting minutes and reports;
- Supporting website and social media postings.

### **Qualifications & Experience**

The post holder is required:

- To have successfully completed the BSC or equivalent and a secretarial/administrative development course of one year's duration. Must be capable of effectively operating in a computerized environment with demonstrated proficiency in the use of Microsoft Office Suite. Must have a positive attitude, be flexible and eager to learn new skills, IT applications and be well versed in aspects of Social Media usage. Also, must be open to pursuing administrative skill development opportunities.
- A minimum of two (2) years' relevant experience working in a customer service environment is required for the post. At least one (1) years' experience providing administrative support to senior managers is required.
- To be a self-starter who demonstrates professional maturity in the performance of their duties. The ability to quickly adapt to changing priorities, commitment to working as a productive team member, strong communication skills and keen attention to detail are essential requirements for this post.

**Please submit a resume and cover letter by the deadline on Friday, August 12<sup>th</sup>, 2022. Resumes should be mailed to BEDC Administrative Officer Valita Brown at [vbrown@bedc.bm](mailto:vbrown@bedc.bm). Attn: EDC Director, BEDC, P.O. Box HM 637, Hamilton HM CX or dropped off to: BEDC, 48 Sofia House, Church Street, 1st Floor, Hamilton.**