



## Executive Coordinator

The Executive Coordinator is responsible for providing executive assistant services to multiple Senior Executives and enhances their effectiveness by providing information, management support and in representing the Executives to others. The Executive Coordinator will be required to perform a variety of complex, responsible and confidential duties including secretarial and administration duties. The incumbent will possess a thorough knowledge of organizational dynamics, be methodical, detail- and service-oriented, proactive, personable and flexible.

### Primary Responsibilities:

- Optimizes Executives' time by reading and routing correspondence and queries as appropriate; drafting letters, presentations and documents; collecting and analyzing information including spreadsheets; initiating communications;
- Proactively maintains Executives' appointment schedule and calendar by planning and scheduling meetings, conferences and travel; ensuring that the relevant Executives attend required meetings and are prepared in advance with relevant materials or briefings;
- Accurately records assigned minutes for key executive meetings as required; transcribes copies, collates and distributes various reports for department;
- Assists with organising key executive meetings as required; collates and distributes various reports for department;
- Handles all quarterly Board administration including but not limited to hotel bookings, organization of events, arranging transportation, assisting Directors with ad hoc queries and expense forms, etc.;
- Coordinate travel for and at the request of Executives;
- Initiates, drafts and revises documents and correspondence in accordance with company standards;
- Researches, collects, organizes and distributes information for internal and external meetings;
- Supports projects and operational activity by assigning work to administrative staff as appropriate; following up on results; following up on meeting action items as required by the Executive;
- Welcomes guests and customers by greeting them, in person or on the telephone; liaises with organizations and clients in responding to routine inquiries or directing them as appropriate;
- Maintains electronic and hard copy filing system in a proactive manner; files, indexes and cross-references correspondence and files;

- Coordinates and/or assists the Executives and senior staff with special projects as required.

### The successful candidate must have:

- Associate's Degree in Business Administration or Executive Secretary diploma from an accredited institution
- A minimum of 7 years' senior administrative experience in a banking, financial services and/or legal environment
- Completion of a recognized secretarial program with accurate typing at 80-90 wpm; superior knowledge in Microsoft Word, Excel, PowerPoint, and the ability to learn other software packages as required
- The ability to exercise discretion and respect for confidentiality in all matters
- To work partially unsupervised and demonstrate integrity and commitment to work ethic
- Ability to maintain one's composure and work under significant pressure while maintaining accuracy and a meticulous eye for detail
- The ability to juggle multiple competing tasks simultaneously
- Excellent organizational/analytical skills to efficiently co-ordinate and handle multiple responsibilities and assignments in a continuously demanding environment
- Ability to appropriately manage access to the executive team
- Proven capacity for independent judgment and decision-making using one's own initiative
- Superior interpersonal skills and ability to manage divergent management styles
- Possess excellent written and verbal communication skills
- Resourcefulness and flexibility to adapt to change
- Professional appearance, pleasant manner and ability to work harmoniously with a diverse staff and to represent the Executives effectively and professionally to external parties including customers, regulators and others.

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than April 21<sup>st</sup>, 2021 to:

**Human Resources Department**  
**19 Reid Street, Hamilton HM 11**  
**P.O. Box HM 665, Hamilton HM CX**  
**Email:** jobs@clarienbank.com  
**Fax:** + 441 296 7701

www.clarienbank.com | 441 296 6969

Head Office: 19 Reid Street, Hamilton HM11, Bermuda | Paget Plaza: 161 South Road, Paget DV04, Bermuda

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited through its wholly owned subsidiary companies is licensed to conduct bank, investments and trust business by the Bermuda Monetary Authority.