



Executive Coordinator

The Executive Coordinator is responsible for providing executive support to multiple senior executives, ensuring seamless coordination of schedules, communications, and strategic priorities. The Executive Coordinator will have exceptional organizational skills, a thorough knowledge of organizational dynamics, discretion, and the ability to manage multiple priorities in a fast-paced environment. The incumbent should enjoy working in a results-driven and purpose-driven environment, where they play a key role in contributing to both the client experience and the employee experience.

Primary Responsibilities:

- Serves as the primary point of contact between Executives and internal and external stakeholders
- Proactively manages complex calendars, travel arrangements and scheduling; ensures that the relevant Executives attend required meetings and are prepared in advance with relevant materials or briefings
- Addresses queries as appropriate, liaising with internal and external resources, providing updates to the executives as required
- Drafts, proofreads, and formats communications, reports and presentations
- Serves as recording secretary for key management committee meetings, ensuring agendas are drafted and published in advance, papers are compiled, and packs are distributed in advance of the meeting with minutes and action items being produced in a timely fashion afterwards
- Handles all quarterly Board administration including but not limited to compiling and distributing board materials, hotel bookings, organization of events, arranging transportation, assisting Directors with ad hoc queries and expense forms
- Coordinates logistics for events and offsites, including supporting the HR and Marketing functions with internal and external events
- Serves as primary point of contact for the office management, ensuring the facilities and work environment aligns with Clarien's brand
- Assists with the tracking and execution of strategic priorities and initiatives as directed by the Executive team
- Coordinates cross-functional activities and liaise with other departments as appropriate
- Proactively maintains electronic and physical filing systems; files, indexes and cross-references correspondence and files
- Coordinates and/or assists the Executives and senior staff with special projects as required
- The ability to work partially unsupervised and demonstrate integrity and commitment to work ethic
- Able to maintain one's composure and work under pressure while maintaining accuracy and a meticulous eye for detail
- Able to effectively manage competing tasks and priorities
- Excellent organizational and analytical skills to efficiently co-ordinate and handle multiple responsibilities and assignments in a demanding environment
- Ability to appropriately manage access to the executive team and optimize their time
- 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

The successful candidate must have:

- Associate's Degree in Business Administration or Executive Secretary diploma from an accredited institution
- A minimum of 5 years' senior administrative experience in a banking, financial services and/or legal environment
- Superior knowledge in Microsoft Office Suite and collaboration tools (Teams, Zoom, etc.)
- The ability to exercise discretion, confidentiality and professionalism in all situations

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 May 14th, 2025 to:
Human Resources Department
25 Reid Street, Hamilton HM 11
P.O. Box HM 665, Hamilton HM CX
Email: jobs@clarienbank.com

Point House, 6 Front Street, Hamilton HM 11, Bermuda
www.clarienbank.com | 441 296 6969

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

For information on how we process your personal information, please visit our website [Privacy Statement](https://clarienbank.com/privacy-statement/) at <https://clarienbank.com/privacy-statement/>.