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Executive Team Assistant

Orbis Investments is a global firm with offices across eight countries, over 400 employees and more than \$40 billion in assets under management. But those numbers don't define Orbis. It's our values, how we do things day-by-day, and how we add value for our clients that define us. Our investment philosophy is fundamental, long-term and contrarian. As contrarian investors, we aim to take a different perspective, and this filters into everything we do. To invest differently, you need to think differently. This is encouraged by having teams of people with different backgrounds, experiences and ways of thinking.

On behalf of our client, we are recruiting an Executive Team Assistant to support their Operations Management Team. This role is an exciting opportunity for a highly organized, proactive and detail-oriented professional to provide valuable administrative support and enhance administrative processes to drive efficiency.

The ideal candidate will be independent, resourceful, and able to manage multiple priorities while maintaining the highest standards. Those who demonstrate a strong work ethic and adaptability will find opportunities to expand their responsibilities and make a meaningful impact.

Key Duties & Responsibilities:

The role will be responsible for providing executive assistance and administrative support including:

- Proactive management of dynamic calendars
- Complex meeting scheduling and preparation, ensure readiness of meeting rooms
- Coordinating travel including visa arrangements as necessary
- Handling correspondence as required
- Expense management
- Working collaboratively with other EA's and wider administrative team, providing coverage as needed
- Providing administrative support for projects on an ad hoc basis

Minimum Qualifications, Skills & Experience:

- 2 years of experience obtained within a similar EA/Administrative role
- Previous experience supporting multiple team members or key executives strongly preferred
- Proficiency in Microsoft Office Suite of Products. Experience with Confluence and WorkDay would be an asset
- Self-starter with strong organizational and time management skills
- Demonstrate proactivity in identifying solutions and executing accordingly

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

Closing Date: August 22, 2025