



Overview

Ogier is one of the world's leading providers of offshore legal and fiduciary services. The group employs 840 professional and support staff and has a presence in nine jurisdictions around the world, namely Bahrain, the British Virgin Islands, the Cayman Islands, Guernsey, Hong Kong, Ireland, Jersey, London and Tokyo.

Corporate and finance law and associated fiduciary services form the core of our business, principally in the areas of banking, corporate and commercial, investment funds, private client, real estate investment, and structured finance. At the same time Ogier is a full-service firm, with strong practices in the areas of employee benefits, employment law, litigation and property.

We also recognise that our business is a people business and we invest substantially in recruiting, training and retaining the best people to ensure that our clients have access to the highest quality offshore legal and fiduciary advice.

Values

At Ogier we have designed a set of values that define what clients can expect from us.

Quality - We consistently deliver the right individual solution to exceed the standards of performance our clients expect in a timely and efficient manner.

Strength - We are able to deliver the very best offshore solutions because we can select and utilise the most appropriate jurisdiction from our extensive global network.

Partnership - We have an open approach to everything we do. We share intelligence across borders and across functions to achieve our shared goals. We build and nurture strong relationships with our clients, colleagues and suppliers.

Energy - We use our drive and determination to be the best in all the areas of business in which we operate.

Innovation - We continuously seek new and creative ways to maintain our leadership and improve our business delivery, ensuring a high standard of quality, efficiency and speed.

Intelligence - We draw on our expertise to understand client requirements. We learn from them and anticipate their future needs.

Jersey

Jersey, the largest of the Channel Islands, is one of the world's major international finance centres. The successful combination of stability and reliability has kept Jersey at the forefront of global finance for almost half a century. Government determination to encourage high quality business to the island, and the support offered by the sophisticated and comprehensive infrastructure of laws and regulations, combine to promote investor confidence.

Jersey's status as a Crown Dependency gives the Island constitutional rights of self-government and judicial independence. This offers both businesses and investors the benefits of an independent international finance centre which is close to the UK and mainland Europe.

Job Description	
Job Title:	PA
Jurisdiction:	Jersey, CI (5 yrs Residency Required)
Department:	Group Services
Responsible to:	Group Services Directors

Purpose of Job

To provide a comprehensive and confidential secretarial service to two Group Services Directors.

Key Responsibilities

- Actively manage and maintain the GSDs’ diaries and time:
 - Send out, accept and reschedule Outlook meeting requests, ensuring that the GSDs are available for meetings and have sufficient time for any required preparation; this will include the secretary ensuring that preparation time is factored into the GSDs’ diaries;
 - By monitoring the GSDs’ inboxes and papers included with meeting invitations, ensure that the relevant paperwork for every meeting is provided in advance to the GSDs and that, where appropriate, advance reading time is included in the diary.
- Screen incoming telephone calls when the GSD is not available, relaying accurate messages or, where appropriate, forwarding the caller to an alternative member of the particular GSD’s team.
- Audio and copy type correspondence and complex documents to an advanced level of Word, Excel and PowerPoint and in compliance with Ogier house styles.
- Draft emails and documents for the GSDs.
- Make travel arrangements through the online booking system, and liaise with the firm’s travel agency for more complicated travel arrangements, for the GSDs, their teams and for the GCEO and GCOO upon request.
- Process expenses and payment authorisations on behalf of the GSDs and their teams according to the procedures set out by the Finance department.
- Maintain a shared electronic filing system compatible with the GSD teams’ shared needs, ensuring that filing is carried out on a regular basis. Maintain hard-copy files, as directed by the GSDs.

- Take responsibility for ongoing monthly team administration requirements such as (but not limited to) holiday and sickness absence recording; updating structure charts; minuting team meetings.
- Any other reasonable tasks associated with the role, including working closely with and assisting other GSDs' secretaries to handle overflow of work where possible and necessary.

Competencies

- Computer literate and competent in Word, Excel and PowerPoint.
- Self motivated and highly professional, with ability to take on responsibility
- Ability to work under pressure and to tight deadlines
- Excellent interpersonal and communication skills