



## Job Description

**Job title: Board Support & Executive Assistant**

**Jurisdiction: Cayman**

### **Board Support & Executive Assistant**

Are you the type of person who likes to make a positive impact in the work lives of others? Are you a problem solving, positive force for good who is proactive and detail oriented? Can you handle multiple projects and priorities with grace and style? Are you happy interfacing with clients?

If you answered yes to the above then we want to talk to you!

### **Purpose of the role**

This role is to provide a comprehensive and confidential support services to the immediate team of Directors, ensuring that they, and the clients of Ogier Global Cayman Limited are fully supported.

### **Key Responsibilities**

#### **Executive Assistance**

- Screen all incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls for the team;
- Maintain diaries and task lists as necessary, and ensure that individuals are prepared and available for meetings at the appointed time and appropriate room;
- Organise Business Development trips, including all travel arrangements, preparing full itineraries, collating all supporting material and submission of associated expense claims;
- Maintain and amend client records, contact names and ensure files are closed when the matter is concluded;
- Actively participate in team meeting and social events;
- Take ownership of allocated administrative tasks relevant to the team;
- Maintain online filing system, ensuring that filing is carried out on a regular basis, undertake photocopying, scanning and manage Microsoft Outlook application, including drafting and responding to correspondence;
- Preparing of conflict checks and completion of file opening procedures in Elite including compliance information and liaising with client in respect to due diligence requirements;
- Prepare/draft documents and correspondence; and
- Assist with preparation of invoices and follow up of payments with clients by implementing early intervention process, liaising closely with Credit Control on accounts receivable.

#### **Board Support**

- Transaction management, including organizing, scheduling and attending monthly and quarterly board/shareholders meetings either in person or via telephone and drafting and finalizing detailed minutes and ad-hoc resolutions for distribution to Directors/Investment Managers in line with best practice and regulatory requirements;

- Creating and maintaining a detailed schedule of upcoming meetings whilst maintaining a focus on timelines, including the creation and distribution of meeting notifications, agendas, correspondence and board packs;
- Preparing minutes and managing post-meeting actions efficiently and accurately whilst ensuring files and records remain current;
- Maintenance of minutes and corporate records, including facilitating client access to the statutory records and minute books and other relevant documents through our secure online portal, Ogier Connect;
- Liaising closely with, and establishing working relationships with the boards of directors of client entities and their service providers (where appropriate) in verbal, written and electronic correspondence in order to ensure timely delivery of a high quality of service; and
- Developing and implementing procedures that assist in the facilitation and smooth running of the board meetings from inception to completion.

### Competencies

- 3 years' Board support and / or EA experience within a legal or financial services environment;
- Fast and accurate typing skills with attention to detail - audio and copy;
- Proficient in Word, Excel and Outlook;
- Administrative and document management experience;
- Superior organisational skills, with a disciplined approach to documentation;
- Ability to efficiently manage own time and effectively prioritise workflow;
- Experience in drafting professional correspondence;
- Demonstrated ability to effectively liaise with 3rd parties including clients;
- Experience in working to tight reporting deadlines and meeting demanding client obligations; and
- Ability to adhere to the highest level of confidentiality at all times.

Salary in the range of US\$65,000 - US\$85,000 per annum. Ogier offers an excellent benefits package, including premium health care and 20 days' vacation.

To apply for this role please send your CV to [caymanlegalrecruitment@ogier.com](mailto:caymanlegalrecruitment@ogier.com)

**Caymanians and legal residents need only apply. Closing date December 14, 2018.**