

## **Administrative Assistant Position**

**Are you a well organized professional office administrator? Are you capable of working independently dedicated to service delivery and customer service? Can you proficiently manage a varied workload, willing to sell and market goods produced at Beacon House? Are you proficient on a PC including MS Office Suite and the Internet?**

If this describes you, the Board of the Bermuda Society for the Blind invites you to apply for this exciting opportunity.

The post holder will provide a full range of Administrative duties for the Board of the Bermuda Society for the Blind and Beacon House.

The post holder must possess the following qualities:

- a commitment to confidential information;
- a customer driven focus;
- be well organized, and punctual;
- have effective verbal and written communication skills;
- have the ability to multi-task, prioritize and organize a workload;
- be PC literate.

Duties of the post will include but are not limited to:

- Basic bookkeeping;
- Filing and clerical duties;
- Friendly receptionist skills;
- Directly assist the Visual Rehabilitation Therapist for the Visually Impaired with administrative duties;
- Market/retail products relevant to persons with visual impairment and ordering and advising persons of where they can purchase assistive living aids for the blind and visually impaired.

Qualifications:

Applicants must have a high school diploma or GED, a minimum of two (2) years office administration experience with at least 1 year of bookkeeping experience. They must possess excellent PC skills including proficiency in Microsoft Office programmes and the Internet and must possess excellent communication skills and the ability to work independently.

**Hours: 9am to 3pm, Monday to Friday.**

**Apply in writing to**

**The Bermuda Society for the Blind**

**c/o The Beacon House**

**P.O. Box HM2554**

**Hamilton HM KX**

**Closing date: December 12, 2011**