

MARKETING SALES ADMINISTRATOR

ECi-DDMS

Office Solutions is the authorized distributor for Canon and Sharp office equipment in Bermuda. We have an immediate opening for a ECi-DDMS systems Marketing Sales Administrator. The ideal candidate will have 2+ years experience in the design, architecture and support of the DDMS on line ordering function.

Duties & Responsibilities include, but are not limited to:

- The set-up and support of on line accounts using the DDMS system
- Proactively manage and maintain our customers supply needs
- Maintain, monitor and administer our e-systems marketing programs
- Identify business opportunities for the sale of office supplies and equipment

Skills & Qualifications:

Must have ECi-DDMS experience

Experience with Microsoft Office Programs

Ability to multi-task different objectives and provide on line support to DDMS users.

Please submit resume and references to:

Office Solutions, 8 Mills Creek Rd. Pembroke, Bermuda HM07

Or Electronically to: bob@officesolutions.bm

Closing date: February 13, 2012

Telephone
292-7878



Office Solutions
We're Customer Driven