



Office Coordinator Needed

Full time in retail/commerical tile and stone industry. Requires diverse skills and experience in administration of demanding office environment; Excel required QuickBooks Enterprise and especially QB Point of Sale administration incl. bar coding; some basic accounting data entry; materials purchasing, inventory facilitator and shipping logistics is key; communicate information to company directors; some sales support; phone and business correspondence; HR including work permits, immigration, emp benefits programs, travel arrangements; occasional customer sales order generation. Must have attention to detail, be organized and have a sound work ethic.

Please submit resume with references and salary expectations to:
stephenie@eminence.bm

Closing date for applications June 1st 2012