

Project / General Manager

Duties and Responsibilities:

- Managing administrative and accounting staff
 - All general office administration
- Customer relations, sales, and inquiries
 - Quotations, purchase ordering, & inventory

Requirements:

- 5 year experience (plus field experience)
- Thorough knowledge of microsoft office
 - Thorough knowledge of quickbooks premier
 - Exceptional organization skills
 - Self-motivated and timely
 - Exceptional written and verbal skills
- Ability to work in small office with high demand
 - Heavy truck license

Submit resumes with references to BS&R Group Ltd. at 99 Middle Road, Devonshire

or

info@bermudastripping.com



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