



PRESIDENT CYCLE CARE LTD.

Oversee the day to day operation of the business while maximizing the return on financial assets.

Key Responsibilities and Accountabilities:

- Provide financial advice and support to senior management and the Board of Directors.
- Keep abreast of the business and economic climate in which Cycle Care Ltd operates; and prepare the company to meet the challenges of a changing business environment.
- Oversee monthly preparing, producing and reviewing of financial information for the company's interpretation and presentation of all financial reports and statements of the company.
- Track actual income & expenses against budget and provide regular reports to the Board detailing the causes for the variance.
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protect assets of the Company by establishing, monitoring and enforcing internal controls.
- Ensures compliance with local legal and tax requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks.
- Oversee the maintenance and continued development of the Company's IT infrastructure.
- Oversees technical staff to design an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- Work closely and transparently with all third-party IT vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Serve as primary liaison to legal counsel in addressing legal issues e.g. governing instruments, partnerships, licensing etc.
- Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.).
- Manage the Human Resource Management function of the Company to include Compensation & Benefits, Payroll, Recruitment, Staff Orientation and Staff Development.
- Develops, and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures; perform benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness.
- Establishes and maintain employee records and reports. Participate in administrative staff meetings and attend other meetings, such as seminars. Maintain company organization charts and employee directory.
- Consults with legal advice as appropriate on grievance/discipline matters.

Specific Job Skills and Requirements:

- A Bachelors Degree in Finance or Business related field.
- A minimum of 5 years, Senior level Managerial experience in the Motorcycle Industry.
- Knowledge of Information Technology, maintenance of IT infrastructures, Human Resource Generalist, and proven Project Manager with Facilities Management experience.
- Individual must possess strong verbal and written communication skills.
- Is a dynamic, enthusiastic team player who can adapt well to change. Innovative problem-solving abilities; motivated to achieve continuous improvement.
- Has an ability to interact effectively with personnel at all levels of the organisation and be able to lead and inspire others to achieve operational goals.

Salary will commensurate with qualifications and experience.

To apply, please e-mail your resume with references to:

hr@cyclecare.bm

4 Serpentine Road, Pembroke

Telephone: 295 0003

Closing date: January 17, 2014