



The Bermuda Conference of Seventh-day Adventists is looking for a dynamic, visionary and innovative applicant for the position of **Manager for the Adventist Book Centre**. The successful candidate will report directly to the Bermuda Conference Treasurer/CFO.

#### **Key Job Responsibilities:**

- Perform all accounting functions
- Oversee recruitment, training and orientation of staff
- Prepare annual inventory
- Marketing and advertising
- Ensure availability of merchandise

#### **Key Qualifications:**

- B.Sc. degree in accounting or related field, such as business, finance or marketing
- A working knowledge of vegetarian products and Seventh-day Adventist literature
- Possess good verbal and written communication skills
- Preference will be given to practicing Seventh-day Adventists

**Start date: March 1, 2014**

Please submit résumé and copies of academic qualifications, references, addressed to Director of Human Resources, P.O. Box HM 1170, Hamilton HM EX.

Alternatively documents can be emailed to [sholder@bermudaconference.bm](mailto:sholder@bermudaconference.bm).

**Closing date: February 10, 2014**