



OFFICE ADMINISTRATOR

Decisions Ltd is a Bermudian owned and operated IT Consulting Company specializing in Network Design, Implementation, PC Sales, Security Camera's, Telephony, Video Conferencing, Cabling design and implementation.

We are currently seeking an Office administrator to join our team.

Job Requirements:

- Self-starter, efficient, productive, works well with a team
- Excellent phone and customer service skills
- Proven clear thinker, well organized, level headed, solution oriented
- Strong computer skills and intermediate skills with MS Office suite
- Experience as an office administrator
- Experience in IT industry an asset
- Experience troubleshooting computer systems an asset
- The ability to work on weekends, after-hours, and public holidays, will be required.
- References must be provided for this position.

We offer an attractive salary and benefits package, commensurate with skill levels. This position is open to Bermudians and Spouse of Bermudians only.

The closing date for this position is May 12th, 2014.

Please send your resumes to:

**COO
Decisions Limited,
PO Box HM 3077
Hamilton**

Or info@decisions.bm