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Office Manager

Our client, the Bermuda Regulatory Authority, is seeking applications for the role of Office Manager. The Regulatory Authority is an organisation which has a wide range of responsibilities in electronic communication services and networks and spectrum management. The Regulatory Authority is responsible for promoting competition, for protecting consumers and for encouraging innovation.

Reporting to the senior team, the Office Manager is responsible for providing a full range of administrative and secretarial support for the senior executive team.

Key responsibilities include but are not limited to:

- General office administration and management
- Executive assistance including calendar management and administration support, including schedule appointments and booking travel for Chief Executive (CE) and Legal Advisor (LA), Chief Technical Officer (CTO) and Financial Controller (FC)
- Liaise with vendors, suppliers and service providers as first point of contact on behalf of RA
- Prepare agenda for management meetings, and Executive Committee meetings of the Board of Commissioners; record and distribute management minutes
- Prepare board packs and distribute to Executive Committee of the Board of Commissioners
- Document management (uploading of documents from DropBox to SharePoint)
- Answer main switchboard and provide assistance to callers and visitors

Minimum Skills and Requirements:

- Minimum 3 years' experience in an office management or senior administrative position
- Continual attention to detail, ability to manage multiple projects simultaneously, establish priorities and meet deadlines
- Strong work ethic and flexibility to work beyond regular office hours when needed
- Proven ability to think critically and proactively regarding the needs of the senior staff being supported
- Strong computer skills with mastery in MS Word, Excel, PowerPoint and Outlook; advanced typing skills
- Corporate administration skills an asset

To apply please send your resume to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com.

All enquiries will be dealt with in strict confidence.

Closing Date: April 6, 2015

