



Island Employment Partners Ltd.

Submit a detailed
resume or schedule
a confidential
meeting:

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S.E. Pearman Building
9 Par-La-Ville Road, HM12
Bermuda

Building Security/ Receptionist

On behalf of our Client, a Bermuda business leader, we are seeking an experienced 'front of house' professional. This is a rare opportunity to be part of a well-established and thriving company, who strives for excellence and invests in their people.

The Role:

This position is a role of high visibility being the first point of contact for visitors to multiple companies within a professional office environment. As such, the successful candidate will present a professional and amenable disposition to tenant staff, vendors and all visitors to the building.

Responsibilities will include but are not limited to:

- Maintaining the security of the building, ensuring all visitors are authorized
- Managing access to tenant floors at reception area; liaising with tenant representatives as required
- Monitoring of the building's extensive CCTV system
- Liaising with evening Security Staff, ensuring a thorough hand-over of physical security
- Acting as the initial point of contact for tenant representatives
- Proactively reporting Safety & Health hazards that may cause injury or harm
- Liaising closely with the Facilities Team to coordinate maintenance visits
- Assist in monitoring maintenance projects to ensure thorough completion
- Assisting the Facilities Manager with building-related administrative tasks, supporting other departments, as needed

The successful candidate will possess:

- Previous experience in managing a front of house / reception area
- Knowledge and awareness of building security
- Ability to effectively prioritize multiple tasks within a demanding environment
- Excellent interpersonal skills – able to professionally interact with a wide range of internal and external clients
- Ability to perform physical tasks, as the role requires
- Computer literacy with proficiency in MS Office
- Prior experience using CCTV, and security-related software would be an asset
- Outstanding professional references coupled with a clean police record

This is a rare opportunity to join a well-established firm who recognizes and rewards excellence. If you'd like to apply for this position, please reach out today – we look forward to hearing from you!

Closing date: Friday 17th April 2015