

Programme Administrator Bermuda Hospitality Institute (BHI)

The Bermuda Hospitality Institute is seeking a Programme Administrator to work closely with the Executive Director to fulfill the BHI's mandate to lead and encourage the development, growth and sustainability of Bermudians in the Hospitality Industry. The role combines both programme and project administration duties along with oversight of the administrative support and volunteer teams. The role requires flexibility; the willingness to work outside of traditional office hours and a valid driver's license and transportation. ***For a copy of the full job description, email hr@psolutions.bm or call 232-5270.***

Reporting to the Executive Director, the Programme Administrator will be responsible for the following:

Programme Administration:

- Assisting with the planning and implementation of all activities and events sponsored by the BHI, including media related promotional activities
- Administer the development, marketing, scheduling and delivery of student educational and certification programmes, including career fairs, school presentations, summer camps, etc.
- Tracking the results of all student programs and maintaining robust student data base
- Administer volunteer recruitment, promotion and placement and maintaining volunteer data base
- Administer all school and student activities for Hospitality Month
- Coordinating all logistics related to meetings and events; anticipate equipment and other needs and liaising with vendors and sponsors as necessary

Interested candidates must possess the following:

- High school diploma or equivalent; college degree preferred
- A minimum of five years relevant experience as an office Administrator; administrator; project Administrator or marketing coordinator.
- Previous experience in event management or in the hospitality industry required
- Excellent communication; interpersonal and delegation skills
- Solid communication skills, (written & oral) with experience utilizing a range of communication channels including social media and traditional media outlets
- Strong computer skills and familiarity with the MS Office suite of products including PowerPoint.

Must be available outside regular business hours and have own vehicle as position regularly requires Island-wide travel. Business cell phone provided.

Please send your resume to the following mailing address:

Performance Solutions Limited
Suite 350, 48 Par-La-Ville Road, Hamilton HM 11
Phone: 232-5270 Fax: 232-9491

Email: hr@psolutions.bm

Closing Date: July 29th, 2015