

Masterworks Museum of Bermuda Art is looking for a full-time **Office Manager**.

The successful candidate will be in charge of all general office responsibilities including ordering materials and supplies, maintaining the museum events calendar, basic cash bookkeeping and deposits, managing the museum shop and overseeing the café. The position will also assist with volunteers during absences.

The successful candidate must have the ability to work in a busy and dynamic office environment. Your Responsibilities will include (but are not limited to):

PRIMARY RESPONSIBILITIES

- Manage the general operations of the office including ordering supplies and corresponding with vendors
- Track and manage all staff vacations
- Complete general secretarial correspondence for the Director
- Managing the annual One Stop Shopping Fundraiser, and assisting as support on other various fund raisers
- Managing the rental of the museum facilities to outside parties and the cash collections for such
- Manage relationships and coordinate responsibilities for security, building managers, cleaners and various repairs and maintenance vendors
- Manage the museum gift shop, including corresponding with vendors, managing inventory, and the pricing and display of items. Also summarize monthly vendor sales and organize payments.
- General record keeping including the daily cash count, compiling bank deposits, and compiling credit card deposits.
- Assist in working with the managers of Homer's Café.

As the Office Manager you should possess:

- An extremely positive attitude and the ability to work well with others
- Superior organizational skills and the ability to manage numerous tasks simultaneously.
- A professional attitude and appearance
- Must be energetic, creative and self motivated.
- Adequate skills with computers.
- Impeccable references

Please apply in writing to The Financial and Administrative Director, at adminfin@logic.bm on or before Monday, October 5th, 2015. Please enclose a resume including the listing of three references.

Bermudians and spouses of Bermudians are encouraged to apply.