

Expertise

Phone:
296-0336

Email:
bdajobs@expertise.bm

Street:
8 Par-la-Ville Road,
Mintflower Place, 2nd Floor,
Hamilton, HM08

For more employment
opportunities please visit:

■ **BERMUDAJOBS.COM**

Office Manager

On behalf of a soon-to-open global legal firm, we invite applications for the position of Office Manager. Reporting to the Managing Partner, the successful candidate will handle various operational and administrative functions necessary for the effective operation of the office including hands-on support in the areas of general office administration, finance support, and human resources.

If you have a strong track record of success spanning at least 3 years in a similar role we would like to hear from you. Applicants must possess excellent verbal and written communication skills as well as strong judgment and decision-making capability. The successful applicant can expect to work in a dynamic environment with opportunities for career progression and an excellent remuneration package, including a discretionary performance based bonus, pension and fully covered health insurance.

Qualified applicants must submit a résumé together with a cover letter outlining the reason they are interested in the role and what they can bring to the organization.

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

All enquires will be dealt with in strict confidence.

Closing date: October 19, 2015