



Bermuda Divers Ltd.

## OFFICE MANAGER

BDL is seeing a self-motivated individual with strong interpersonal skills, and excellent customer service for the position of Office Manager.

The **Office Manager** will be the first point of contact for all clients in a marine based environment and will be responsible for the efficient running of day to day administrative operations.

This candidate must possess sales skills, problem solving skills and excellent customer service to assist clients with their needs and requests. The candidate must be exceptionally organized with great attention to detail.

### Key Responsibilities include (but not limited to):

- **Reception**
  - Answer general phone inquiries in a professional and courteous manner
  - Reply to general information requests with the accurate information
  - Be able to do cold calling and sales over the phone.
- **Office administration**
  - Use computer word processing, spreadsheet, and database software
  - Forward incoming general e-mails to the appropriate staff member
  - Data entry and upkeep of the organization's databases, ensuring a high level of accuracy

### Knowledge, skills and abilities

The ability to communicate in English is required.

Proficiency in the use of computer programs for:

- Microsoft Office Suite (Word, Outlook, Excel)
- Internet
- Experience in sales
- Organization: The capacity to prioritize by assessing situations to determine urgency;

### Personal characteristics

- Be honest, reliable, hardworking, self-motivated individual
- Must be able to problem solve, work unsupervised and have a go getting attitude.
- Must have 2 character references and 2 references from past employers.

***Please apply at [Bermudadivers@gmail.com](mailto:Bermudadivers@gmail.com).***

***All seriously considered applicants will be subject to background, medical and drug screening.***

***Bermuda Divers Ltd. is an equal opportunity drug free work place.***