



## **Office Manager/Controller**

Air Pro Ltd., an Authorized Dealer of Toshiba Air Conditioning, is a progressive HVAC and Refrigeration Company that is seeking a hardworking working individual not afraid to go the extra mile as an Office Manager/Controller. The successful applicant will be responsible for the smooth running of our small, busy office where your professionalism, initiative and office skills will be welcomed.

Your full-time role will include providing a full range of office management duties including:

- Day-to-day running of the office
- Provision of administrative support to the Management Team
- Staff management
- Accounts management
- Production of operating financial accounts to trial balance, P&L account and relevant supporting schedules

This is an autonomous role and you need to be comfortable being independent and making decisions and managing staff. This position will suit you if you have good interpersonal and presentation skills, and office management experience. You need to be self-directed and have organizational and problem-solving skills.

Applicants must have:

Experience with Bluegrass or similar accounting packages and be proficient in processing payroll

Extensive experience with Microsoft Office Suite of products including advanced Microsoft Word and Excel skills

Excellent interpersonal, oral and written communication skills

A positive disposition

At least 10 years' in a similar position

Air Pro Ltd. is committed to a drug free workplace. New Employees may be subject to a pre-employment drug test.

**Closing Date: June 20th, 2016**

Please apply in writing with resume, education details and previous work history to:

**Human Resource Manager**

**Air Pro Ltd.**

**P.O. Box FL 46**

**Flatt's FLBX, BERMUDA**

**Or by email to [lsouza@airpro.bm](mailto:lsouza@airpro.bm)**