



THE WEST END

B E R M U D A

Administrative Assistant - Facilities

West End Development Corporation is seeking a mature, self-starting individual with strong organizational and administrative skills to work as the Administrative Assistant, in our busy Facilities Department. The successful individual will report to the Facilities Manager and will be responsible for providing all support services for the Facilities department. This includes Facilities Management (Buildings and Services), Dock and Project Management; primarily for Dockyard.

Job Responsibilities (include, but are not limited to):

- Assisting with preparation of documents, contract administration, and payment requests
- Purchase order development and process completion
- Process all department correspondence
- Accountable for our Maintenance Support Lines by answering calls and ensuring issues are recorded and followed up
- Providing reports to the Facilities Manager, as requested
- Provide administrative and secretarial support to the Facilities Manager, i.e. answering calls, recording messages, attending meetings and providing meeting minutes, and memo preparation
- Ordering office supplies
- Preparing payroll for weekly staff

Job Requirements:

- A minimum of an Associates degree in Business Administration is required, or the equivalent combination of education and experience as determined by WEDCo. Management
- A minimum of five years experience
- The ability to work on own initiative and maintain the highest levels of confidentiality
- Excellent in prioritizing tasks and providing resolutions for issues in a timely and appropriate manner
- Proficient in Microsoft Office components including calendaring, and email management
- Excellent written and verbal communication skills, interpersonal skills and team playing abilities
- Outgoing, personable, self-motivated, persuasive and driven

Interested parties should submit a cover letter and resume detailing your skills in relation to the above position no later than **14th November 2016, marked "Private & Confidential"** to the HR Generalist, P.O. Box MA 415, Sandy's, MA BX or fax: 234-3411 or e-mail: hr@wedco.bm.

The West End Development Corporation is an equal opportunity employer. Drug and Alcohol Policy is in place