



## **Company Information**

Opus Fund Services is a high growth, multi-award winning, global fund administration company currently seeking Office Administrator.

Established in Bermuda in 2006, subsequently expanding our footprint globally. We are an extremely fast-paced and energetic company which has been recently named one of the Top 20 Greatest Places to Work in the Financial Services Industry. We are looking for innovative and high energy employee who want to work in a culture where smart and passionate people excel.

## **Office Administrator**

### *Key Job Accountabilities:*

- Work with vendors & suppliers
- Payables & receivable reconciliation
- Managing & stocking office supplies (including groceries)
- Maintaining legal documents, set up and obtain signatures
- Managing celebrations/condolences
- Answer phones/direct calls, filing, greeting visitors, travel arrangements, maintain office cleaning
- Collect, distribute and process incoming/ outgoing mail & packages
- Prepare materials for leadership team

### *Key Job Requirements:*

- Previous experience as an office manager, administrator or assistant (not required), will except fresh graduates
- Knowledge in Accounts payable/Accounts receivable (not required)
- Excellent written and oral communication skills
- High degree of proficiency with Microsoft Excel, Word and Power Point / general computer literacy
- Ability to coordinate and facilitate the completion of large administrative projects in a timely manner, including meeting strict deadlines
- Proactive and service-oriented
- Self-starter with demonstrated ability to work both independently and within a team
- Excellent execution
- Excellent judgment, discretion, and diplomacy
- Ensure confidentiality at all times

Only Bermudians, spouses of Bermudians or PRC holders will be considered for these positions.

Applications should be emailed to [Resumes@opusfundservices.com](mailto:Resumes@opusfundservices.com) and must include a detailed resume and a brief summary of why you feel you are a good candidate.