

Marketing & Office Coordinator

We need an organiser extraordinaire

After more than six years, we are losing one of our most popular and admired members of staff, who has been lured away to work on the America's Cup. She is irreplaceable, but we are going to try. Are you that special someone who can keep our television production and office running as smoothly as a Swiss watch?

You will need to be mature and well-spoken in order to liaise with our clients to schedule video shoots, accompany the cameraperson on location and deal with many other interesting tasks related to video production.

In addition, you will be our office manager, handling everything from ordering supplies to arranging necessary internet or phone repairs. We promise no two days will be alike.

It is obviously important to have strong organisational skills. There is also plenty of opportunity for creative expression. Specific marketing experience is preferred, but not essential. It is critical that you have excellent communications skills, with impeccable spoken and written English.

We are willing to discuss flexible hours, or a shortened workday, with the right candidate, should he or she, for example, need to collect children from school or have other family commitments.

This position would suit a fast-paced, self-motivated go-getter who is bright, outgoing, energetic and above all, positive at all times.

To apply please forward your resume and written references via email to our President, Ian Coles at: icoles@bm.bm

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