

# Blackhawk Consulting

Blackhawk Consulting is a Business Solutions Company focused on the provision of Performance Management, Marketing, Back Office, and Technology services to small and medium sized business. Clients include exceptional businesses in hospitality, healthcare, retail, energy and other business sectors.

To support our current client base and in preparation for a new, large healthcare service to be launched in Bermuda, Blackhawk Consulting is now accepting applications for the following positions:

## Medical Practice Manager

Bermuda Medical Specialties Group is a new, multi-specialty practice with a focus on national healthcare solutions. Phase one includes sub-specialist diagnosis, management and care previously unavailable in Bermuda.

Bermuda Medical Specialties Group requires a highly motivated and enthusiastic individual with strong leadership skills who will be responsible for the day to day operational management of the practice and also be involved in the development and delivery of services with the physicians and allied health professionals.

The successful candidate will be able to manage strategically and possess excellent communication skills. HR experience, sound financial management and IT skills are required along with the ability to motivate staff and manage change. Previous experience in the medical field is desirable but not essential. See [www.bermudamedical.bamboohr.com/jobs](http://www.bermudamedical.bamboohr.com/jobs) job description details and application.

Closing date: 30th May 2017

## Medical Director

**Dr. Arlene Basden, BSc, MB,BS, FRCP**  
[cmo@bermudamedical.com](mailto:cmo@bermudamedical.com)

## Marketing Manager

As a consultant, the successful candidate will be responsible for a variety of strategic and operational functions as the client &/or our business analysis may determine. Duties and responsibilities will be wide and varied. They include but are not limited to:

- brand management,
- development and implementation of strategic plans and execution of marketing initiatives
- overseeing all marketing activities, such as marketing plans, promotional materials and organization of outside events.
- creation of manuals plus in-store operational aids,
- responsibility for media management of Television, Radio and
- Print i/c budgeting and placement, including the design,
- analysis of data performance
- management of customer programs both traditional and social
- marketing research such as surveying of guests, and employees
- delivering Marketing Related Training instruction to Operations Staff
- creation and updating of Corporate Communications
- reconciliation of marketing budgets and reports

Education, training and experience should indicate a high degree of competence in: Marketing, Business, Communication, Graphic Arts, English. Applicants should have a minimum of 5yrs Experience. See [www.bermudamedical.bamboohr.com/jobs](http://www.bermudamedical.bamboohr.com/jobs) for details.

## People & Performance (HR) Manager

As a consultant, the successful candidate will be responsible for a variety of strategic and operational functions as the client &/or our business analysis may determine. Duties and responsibilities will be wide and varied.

Duties involve providing guidance and counseling on performance management initiatives and developing, coordinating, and implementing workforce development and succession planning programs. The successful candidate will be responsible to lead, motivate and manage the people and performance activities for clients who include but are not limited to HR, Training, Recruitment, L&D, Payroll and Administration ensuring exemplary practice and compliance in all areas.

The perfect candidate for the role would be innovative and creative in their approach, will think laterally and will tackle learning interventions and people and performance issues in pragmatic but exciting ways.

Requirements include knowledge of Legislation, Performance Management, Job Analysis & Evaluation Methods, Job Pricing and pay structures, Reward Management. You will need to have had experience of holding a similar post and have been involved in multiple aspects of HR including L&D, employment law and recruitment. Candidates will need to be confident in job evaluation, OD and developing and implementing strategy.

Must have Excellent written & verbal communication skills, Experience of either developing & delivering training or of structuring & facilitating workshops, See [www.bermudamedical.bamboohr.com/jobs](http://www.bermudamedical.bamboohr.com/jobs) for details.

## Director of Finance & Operations

The Director of Finance and Operations will be responsible for strategic business planning, accounting, financial and administrative functions in addition to driving efficiencies and improving business processes. This is this is a hands-on role with wide scope over both internal and external (consulting) functions.

Duties and responsibilities may include but are not limited to:

- development and organization of administrative and financial systems
- collaborative development of budgets, reports and financial statements, and provision of appropriate support to enhance same
- monitoring and developing financial operating systems and their interfaces with other systems,
- leading financial systems aspects of businesses integration
- involvement in mergers and acquisitions with focus on financial systems issues,
- implementation of best practice guidelines and workflows,
- monitoring the effectiveness of operational procedures,
- identifying and communicating the operational needs across multiple departments
- participation in process development, operations optimization, crisis management and troubleshooting
- overall lead for all internal office activities
- property and asset management
- performance of daily accounting/administrative duties and others as required

The candidate should possess an accounting designation (C.A. or CPA), or be qualified by experience. Excellent knowledge of business systems and financial software is required. See [www.bermudamedical.bamboohr.com/jobs](http://www.bermudamedical.bamboohr.com/jobs) for details.

## Office Assistant

The candidate will primarily be responsible for providing general support to office personnel, completing special projects and research, aiding to improve organization-wide processes and systems, and ensuring optimal effectiveness of the office team.

Duties may include but be limited to:

- general administration: typing, filing organizing
- be responsible to accommodate ad hoc projects as assigned by the department's heads;
- manage mail, phones and correspondence
- manage manual and computer filing systems
- write letters & reports, including newsletters, and Powerpoint presentations
- track expenses
- liase with clients, vendors and visitors
- arrange appointments, meetings and travel
- aid team with meetings (do research take minutes, create reports)
- manage all meeting details such as room reservations, preparing agendas, securing necessary IT equipment, initializing presentations, catering, and attendee updates
- special projects as required to assist HR, Operations, Marketing and other departments

The successful candidate must:

- be a fast learner, quick thinker with strong problem solving skills,
- be able to multi-task and meet deadlines. Be willing as the work requires – includes, evenings, weekends and public holidays,
- be proficient in using Microsoft Office products. Prior experience with accounting and other office-use software will be an advantage.

All roles above are significant positions requiring energetic, self-motivated individuals with excellent communication, strategic planning, problem solving and organizational skills. All positions require a "hands-on" approach. Candidates are required demonstrated work flexibility, be able to work under pressure, be highly customer-oriented and aggressive in their drive to achieve results.

Interested individuals should apply online (preferred), or forward a resume, cover letter and salary expectations (marked confidential) to:

**Blackhawk Consulting**  
**P.O. Box HM1619, Hamilton HMGX**  
**Attention: "Recruitment"**

Closing date for applications: 30th May, 2017