



We are seeking a highly motivated, organized and guest orientated individual to join The Reefs Resort & Club

Administrative Assistant for HR/Executives

JOB OVERVIEW:

- Provide clerical/secretarial and administrative support for the General Manager and Director of Operations, including dictation, typing, computer input, filing, tracing, answering telephones (for entire resort as required), printing reports, payroll, maintaining employee files and departmental records/logs.
- Provide clerical/secretarial support to other key executives.
- Administration of the day-to-day operations of the human resources functions and duties. Carries out responsibilities in some or all of the following functional areas: benefits administration and recordkeeping, recruiting, work permit applications, company communication, and executive administration.
- Maintains employee files and the HR filing system.
- Maintains the Reefs Foundation and Cornerstones to ensure our guests feel perfectly at ease.
- This position on occasion will work evenings and weekends.

QUALIFICATIONS

Essential:

1. High school graduate.
2. 3 years' secretarial experience.
3. Proficient computer skills including Word, Excel, Internet and email applications.
4. General knowledge of Bermuda work permit application process
5. Proficient in spelling, punctuation, grammar and other English language skills.
6. Compute accurate mathematical calculations.
7. Fluency in English both verbally and non-verbally.
8. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
9. General knowledge of various employment laws and practices and work permit policies.
10. Experience in administration of benefits and other HR programs.
11. Ability to:
 - perform job functions with attention to detail, speed and accuracy.
 - prioritize and organize.
 - maintain a high degree of confidentiality
 - take shorthand or speedwriting.
 - type 50 wpm accurately.
 - be a clear thinker, remaining calm and resolving problems using good judgement.
 - follow directions thoroughly.
 - understand guests' service needs.
 - work cohesively with co-workers as part of a team.
 - work with minimal supervision.

Desirable:

1. College degree.
2. Certification of previous training in computers.
3. Previous guest relations training.
4. Previous experience in hospitality industry, preferably a luxury hotel.
5. Familiarity with preparing statistical reports.

If you are vibrant, possess lots of energy, willing to go the extra mile and have a love of tourism and Bermuda – please apply.

Please collect an application from our Front Desk at 56 South Shore Road Southampton or contact gadminasst@thereefs.bm

Closing date: March 23rd, 2018.

Please include two employment and character references

The Reefs like other establishments in Bermuda has a 'Drugs and Alcohol Don't Work Here Policy' and is an equal opportunity employer.