

EXTERNAL RELATIONS COORDINATOR

If you are passionate about the Bermuda brand and want to create raving fans for the Island, this may be the opportunity you have been searching for!

The Bermuda Tourism Authority is seeking an External Relations Coordinator in the Bermuda Office. This position reports to the Destination Services Manager and is responsible for assisting with research, coordination and administration for product event activations and client account management. The successful candidate will also assist senior leadership with inter-governmental coordination tasks and inter-governmental relationship management.

The successful candidate will be expected to:

- Coordinate projects through the government approval process and ensure efficiencies in interactions with approval agencies; e.g. immigration, customs, etc.
- Assist groups and their event organizers with relevant government documentation submissions and approvals, e.g. immigration, customs, etc.
- Attend tourism-related government meetings/hearings
- Develop and cultivate inter-governmental relationships
- As directed by the Destination Services Manager, conduct research and coordination on venues and service providers and source quotes for activations and client accounts
- Coordinate delivery and collection of branded inventory for on-island activations and events as part of set-up/breakdown activities. Monitor the inventory for ongoing supply, damages, replacement, etc.
- Support the Destination Services Manager in conducting site visits, set up/execution/breakdown of local activations, as required
- Follow up with stakeholders to ask questions, discuss issues, or provide information
- Have a keen understanding of the BTA mission, vision and goals and the National Tourism Plan, including key initiatives, quick wins and timelines
- Perform other related duties, special projects and assignments as required

Requirements for this opportunity are:

- Bachelor's degree in Business Administration or a related field
- The ability to manage multiple administrative procedures, priorities and deadlines
- A proven track record of building and maintaining effective working relationships with a wide range of stakeholders
- Demonstrated ability to communicate effectively both in writing and verbally
- Ability and willingness to work extended hours, including weekends and public holidays as necessary
- Strong organizational skills with attention to detail
- Demonstrated ability to convey a sense of urgency, openness to new ideas and the ability to operate in a culture of inclusion & diversity, integrity, customer focus, and respect

Please forward a cover letter and resume no later than July 24th 2018 to:

Performance Solutions Limited

Ref: Bermuda Tourism Authority

Suite 350, 48 Par La Ville Road, Hamilton HM 11

Email: hr@psolutions.bm. Phone: 441-232-5270