

OPERATIONS ADMINISTRATOR

Our client Bermuda Cleaning Ltd. is seeking a personable, enthusiastic and motivated individual to assume the position of Operations Administrator. The applicant must have a minimum of 5 years experience and will use their knowledge to create daily and weekly service schedules as it pertains to jobs and crews; Understand and create reports (full knowledge of Microsoft Office Suite of applications) and make recommendations about where improvements might be made; Have a working knowledge of QuickBooks; Be Customer Service oriented and familiar with the Human Resource process as it relates to payroll and employee benefits.

The Operations Administrator will effectively support and ensure that company objectives are achieved and that deadlines are met. The individual must be able to multitask and provide quick responses to scheduling problems and assist the Accounts Administrator when and where necessary. As issues may be unforeseen, the Operations Administrator must know how to shift resources and ensure that crews and jobs are dispersed and handled most effectively.

Key Responsibilities:

- Create and maintain schedules; Maintain good communication with clients to ensure that all work is being performed in an accurate and timely manner; Maintain communication with manager to ensure that the work process continues in an organized, efficient, and professional manner; Begin developing relationships with clients and handling routine responsibilities and engagements while targeting subjects for discussion with manager; Use workers and resources in the most effective manner; Provide quick responses to scheduling and or service issues; Identify scheduling problems and help improve processes; Use software to generate reports and schedules; Ensure that company deadlines are met; Eagerness to learn new skills and developments; Ready to accept new assignments when required; Participates in rotation of duties and responsibilities

Job Requirements:

- Minimum of 5 years experience and or an Associate's degree in management or related discipline; Experience in scheduling; Ability to handle and prioritize multiple tasks; Proficiency with computers; Ability to create and understand reports in order to make decisions; A desire to promote the success of the organization

Bermuda Cleaning Ltd. is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience. Interested applicants are requested to submit a cover letter along with three (3) job specific references to: -

Armadillo Management Co. Ltd.

P.O. Box HM 2757

Hamilton HM LX

Tel: 441-400-1529

Email: hr@armadillo.bm

Closing Date: January 30, 2019

