



# Office Manager

On behalf of our client, we seek applicants for the role of Office Manager.

**Reporting to the Vice President; Human Resources primary responsibilities will include:**

## Island Employment Partners Ltd.

- Human Resources
- Secondments
- Recruitment
- Immigration
- Payroll
- Advisory

**This is a rare opportunity to join a market leader!**

For more information, or to confidentially apply, please contact:

**Laura Jackson**  
Tel: 296-0497  
Email: [Laura@iep.bm](mailto:Laura@iep.bm)

**Closing date:**  
February 12th 2019

**SE Pearman Building**  
9 Par La Ville Road,  
HM11 Bermuda

- Manage and oversee office and facilities management across the organization including providing guidance to the office and facilities management teams, budgeting, cost analysis and capital project management.
- Manage and oversee all external vendor relationships and service level contracts including but not limited to; janitorial, cleaning, repair and maintenance.
- Track all office and facilities management related purchase orders and payment of all related invoices.
- Perform financial reconciliation and analysis for variance reporting and investigation.
- Maintain inventory of office supplies, stationary, kitchen supplies, office furniture and other required equipment.
- Maintain the general professional appearance of the office space, tidying and organizing as needed and addressing any maintenance issues.
- Manage office security, including vendor and tenant liaison being first point of company for all facilities related queries.
- Coordinate office seating and workstation equipment across departments as needed.
- Administer general health and safety policy across the company and Chair relevant committees.
- Manage all in-bound and outbound mail and communications throughout the company.
- Provide assistance to the Human Resource team and assist with other ad-hoc projects throughout the company as may be required.

**Desired Skills & Experience:**

- A post-secondary education in Office Administration from a recognized institution along with a minimum of five years' experience in an Office Manager role.
- Strong proficiency in MS Office Suite including Word, Excel and PowerPoint.
- Excellent numeric skills coupled with basic accounting knowledge.
- Superior verbal and written communication skills (including excellent spelling/grammar).
- Proven experience dealing with highly confidential and timely materials with the capacity to prioritize own workload.
- High level of good judgment appropriate to applying established practices, policies or procedures to standard work assignments.
- Proven ability to work as part of an effective team developing work schedules and achievable goals.