

Bermuda Press / Island Press

is seeking a

General Manager

The General Manager is responsible to lead and manage the sales and production functions of the commercial printing and sign companies owned by Bermuda Press (Holdings) Limited ('BPHL'). The General Manager, reporting to the CEO of BPHL, is responsible for strategic planning and ensuring the maximum utilization of raw materials and equipment.

Specific responsibilities include:

- Providing timely and reliable sales and production projections and reports.
- Preparing the annual budget.
- Strategic planning.
- Coordinating the production schedule to achieve customer deadlines.
- Managing the productivity of employees and the efficient use of materials and equipment.
- Developing and maintaining an effective and sustainable organization through the selection, training, compensation and motivation of all personnel.
- Working with HR and department managers to administer the company's human resources policies.
- Reviewing and evaluating expenditure requests.
- Ensuring standard operating procedures are in place, effective and maintained to ensure quality control and customer satisfaction.
- Ensuring preventive maintenance and equipment repair in accordance with production needs and objectives.
- Representing the interests of the company in the community.
- Managing relationships with customers and prospective customers as necessary.
- Managing the production scheduling and prioritising conflicts when required.
- Coordinating the resources required for marketing and developing new products, establishing selling prices and presentations.

To ensure success requirements include:

- Minimum 10 years of management experience in the print industry, including a proven track record in business development, customer relations and operations.
- Experience in overall company operations and strategic planning.
- Excellence in customer relationship management and communication.
- Strong leadership and the ability to manage a team of dedicated employees.
- Excellent verbal and written communication skills and the ability to deal with staff members at all levels of the organization.

Interested applicants may apply to the HR Manager, c/o The Bermuda Press (Holdings) Limited, 2 Par-la-Ville Road, Hamilton HM 08, or email hr@bphl.bm. Please include a current resume, cover letter, and 2 professional references from previous employers.

Closing Date: March 24, 2021