



C.F. BATSON SWAN LIMITED

*Mobile Plumbing and Heating
A Bermuda Gold Awardee*

Seeks

Office Manager

Our long serving manager is retiring

We Seek a dynamic and experienced person to assume this vital role in our organization.

Responsibilities include:

- Overall general supervision of administrative and accounts office and field staff, supervision and task delegation
- Provide company financial data by maintaining accurate books of accounts receivable , payable and payroll.
- Maintain Social Media accounts as needed

Requirements include:

- Proven Office Management skills in a Construction firm environment
- Excellent time management skills, ability to multi task and prioritize work
- Strong Organisational and Planning skills
- Knowledge of Accounting, Data and Administration management practices and procedures
- Proficient and Computer literate in the QuickBooks and Microsoft suite of applications
- Budgeting and Job Costing literacy
- Website and Social Media proficiency

We are an unglamorous Medium Sized firm with 10 employees and a fleet of vehicles, engaged in Plumbing and Electrical Services and Contracting In existence for close to 60 years ,we can offer long term employment and a fair wage to suitable and mature applicants.

Please take note of the Responsibilities and Requirements above before submitting your application and references by email to batson@logic.bm

Application deadline is May 31st, 2021