



Island Employment Partners Ltd.

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

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Closing date:

November 19, 2021

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Office Manager

Our client is a leader in their industry based in Bermuda's local business sector. They have an exciting opportunity for a diverse and energetic individual who thrives on wearing 'many hats' to join their company as an Office Manager.

The Office Manager will be an integral part of the Leadership Team and will partner with Executive Management to provide efficient functioning of their office through a range of administrative, financial, and managerial tasks, maintaining a positive office environment at all times.

Key responsibilities will include:

- Conducting all office and business operations management including monitoring physical space conditions, attending to necessary repairs or renovations where required.
- Supporting two busy Executives in managing calendars, communicating internal staff notifications, and completing administrative and client centered tasks as requested.
- Developing and implementing office policies to improve efficiency and providing procedures and standards as guidance in the operation of the office.
- Supporting management in maintaining the company's regulatory Compliance standards and with administrative requirements in this regard.
- Assisting the HR Manager with day-to-day Human Resources functions including administrative support, and communicating internal announcements to the wider Team.
- Drafting the agenda for Weekly Team Meetings - Occasionally running/chairing the meeting or taking minutes.
- Creating PowerPoint slides and making presentations.
- Coordinating with the IT service provider on office equipment/set-up and acting as the point person for basic computer, remote desktop, phone applications/system issues, creating IT service tickets when required.
- Managing relationships with vendors and service providers and overseeing invoicing procedures.
- Being the point person for maintenance, mail, shipping, office supplies, equipment, bills, and errands.
- Performing review and analysis of special projects, keeping management properly informed.
- Maintaining Health and Safety Standards as the Occupational Health and Safety Officer.
- Acting as the on-call office designate for in-office emergencies as they arise.
- Supporting other essential departments as needed and providing business operations support in the absence of the Executives.
- Actively participating in the planning and execution of all company events.

Candidate requirements:

- At least five years of experience working in a busy office management and/or multiple executive support capacity. Knowledge of standard Compliance procedures would be a plus.
- Flexibility to work additional hours beyond a regular work week and to respond to in-office emergencies will be essential.
- Must be a driven individual who is reliable, highly engaged, accustomed to acting in an 'all-rounder' role while remaining efficient in a client focused environment and keen to be in-the-know on many areas of the business.
- Solid computer systems proficiency and troubleshooting skills with strong skills in MS Word, Excel, PowerPoint and Access.