

Affinia Management Ltd
Chevron House, 2nd Floor,
11 Church Street, Hamilton



Group Administrator

Affinia Management is seeking an energetic, resourceful and focused Group Administrator (GA) to deliver results across our businesses. The GA, reporting to our CEO will use their education, experience and networking to build client relationships and administration compliance. You will employ your organizational and negotiation skills to efficiently produce results across the multiple industries we serve.

Qualifications:

Bachelor degree or higher. Five years of administrative and client liaison experience, with in depth knowledge of local healthcare and business practices

Respected H/R, and talent development professional. Excited to combine their ability to communicate and business tools to positively impact relationships.

Please apply via email with your resume and compelling cover letter to R.W. Petty, CEO, Affinia Management to **rpetty@affiniamgt.com**.

Please submit applications with the subject line: Group Administrator (Ref: GA/CEO 10/22). For more detailed information please contact Affinia Management Ltd at 296-5627 Closing date: 4th November 2022.