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Bermuda Waterworks Limited is a dynamic company which produces potable water on an industrial scale and manufactures bottled water under the Pure Water Brand.

We are seeking the following:

OPERATIONS ASSISTANT

This is a varied role which requires an experienced professional to provide administrative and clerical support to the Chief Executive Officer (CEO), the Chief Operations Officer (COO) and to the Company as a whole. In addition to typing, creating spreadsheets, billing, filing and scheduling, performs duties such as coordination of meetings, conferences, direct mail and working on special projects. Also answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the Company. Responsible for Facilities support in the maintenance and upkeep of buildings, overseeing contracts and providers for services including, security, cleaning, technology, air-conditioners, catering etc. and ensuring that facilities meet government regulations and environmental, health and safety standards. Independent judgment is required to plan, prioritize and organize a diversified workload and contribute in a positive and collaborative manner.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provide support to executives
- Promptly answer the questions of customers, staff and any other stakeholders
- Provide excellent customer service and maintain relationships with vendors
- Support the Utility Division and respond to enquiries for new water services
- Make follow-up calls to customers on all completed services
- Prepare power usage and consumption reports and spreadsheets
- Prepare various reports and documents as needed
- Monthly stocktaking and reconciliations
- Solve operational issues
- Act as the IT Administrator in conjunction with the designated provider
- Liaise with service providers with regards to all Company properties
- Coordinate meetings and site visits. Make travel arrangements
- Organize and maintain archives
- Attend Operations meetings – take minutes, prepare and distribute
- Analyze all operations and forward suggestions for improvement to Management
- Assist in the development and documenting of business processes and updating company policies
- Other ad hoc duties as assigned.

REQUIRED SKILLS/EXPERIENCE/ATTRIBUTES:

- A College Degree with a concentration in Business Administration preferred
- At least three (3) years' experience in a similar role
- Superb customer service skills
- A team player's attitude with outstanding interpersonal and analytical skills
- Excellent oral and written communication skills
- Problem solving skills
- A strong work ethic with the ability and commitment to meeting deadlines
- High levels of accuracy and attention to detail and a passion for finding solutions to complex problems
- Ability to organize and prioritize multiple assignments and work well under pressure with minimal supervision
- Strong PC skills including Word, Excel and PowerPoint
- An aptitude for understanding computer software programs including electronic security systems
- A high degree of personal integrity and respect for confidentiality
- Must have own transportation
- Must be prepared to work long and irregular hours from time to time.

WATER TREATMENT PLANT OPERATOR/TECHNICIAN

Reporting to the Supervisor of the Reverse Osmosis Water Treatment Plants or in his absence to the Operations Engineer, the successful applicant will be responsible to operate, service, repair and maintain the Company's desalination plants and associated equipment including pre-treatment filtration systems, the main treatment processes and post-treatment systems.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- To operate to the best possible standards providing an uninterrupted water supply
- To install, maintain and repair the physical plants and pump stations and all their components. This will include sea water and brackish water reverse osmosis, vapour compression distillation systems and bottling equipment. This will require knowledge and operating experience with submersible and surface well pumps, multimedia filters, chlorination equipment and large centrifugal and vertical turbine pumps and axial piston pumps
- Monitor Water Plants' chemistry making chemical adjustments as necessary
- Perform regular daily plant inspections, log operating data and immediately tend to any plant operating abnormalities such as leaks, pump failures, differential pressure changes and take corrective action to solve the problem. File work orders for maintenance of equipment
- Interpret operational data collected to monitor plant performance in order to ensure that plant production meets quality control standards
- Maintain cleanliness of all Water Plants
- Assist with inventory control and keep records of operating consumables
- Conduct monthly meter readings using a handheld computer
- Perform other duties as required.

REQUIRED SKILLS/EXPERIENCE/ATTRIBUTES:

- A high level of mechanical aptitude is key. The successful candidate will ideally hold a professional certificate in a mechanical or electrical trade or
- A minimum of one (1) year previous reverse osmosis water treatment plant experience
- Must have a thorough knowledge of mechanical equipment and the ability to diagnose and correct/repair equipment malfunctions
- Excellent mathematical skills and the ability to apply data to formulas that determine treatment requirements, flow levels and concentration levels
- Must be able to carry out basic pipe fitting
- Meet the physical requirements to safely and effectively perform the required duties including some exposure to water, chemicals, hazardous materials and noise, heavy lifting/moving, standing, climbing, working at heights and in confined spaces
- Must be able to work in inclement weather conditions
- Be computer literate
- Able to prioritize and handle multiple assignments in a dynamic production environment
- Must possess effective communication skills
- Must be proactive and able to work on own initiative or as part of a team
- Must have own transportation and a minimum of a valid auxiliary license
- Must be flexible to be on call and to work extended hours including nights, weekends and public holidays and for emergencies.

Bermuda Waterworks Limited is an equal opportunity employer and offers a drug and alcohol-free work environment. Successful applicants are required to pass a pre-employment drug and alcohol screening prior to an offer of employment.

Applications will be held in the strictest of confidence and are to be submitted in writing with a cover letter, a detailed resume relating to their qualifications, skills and experience and accompanied by two recent written employment references from previous employers to:

Human Resources Manager
Bermuda Waterworks Limited
P.O. Box 560, Devonshire DV BX
Email: hr@bwl.bm

Closing date: January 31, 2023

ONLY BERMUDIANS OR SPOUSE OF BERMUDIAN NEED APPLY.

NOTE: Only shortlisted applicants will be contacted.