

Title: Office Administrator

General Purpose

Responsible for the organization and coordination of office operations, procedures and resources to facilitate efficiency in the office.

Responsibilities

- assign and monitor clerical, administrative and secretarial responsibilities
- handle customer inquiries and complaints
- coordinate schedules to ensure maximum efficiency of staff
- allocation of resources to enable task performance
- ensure filing systems are maintained and current
- ensure office policies and procedures are being adhered to
- monitor and maintain office and equipment inventory
- handle delivery of equipment to installer teams as needed

Requirements

- a business degree is beneficial not necessary
- administrative experience would be an asset
- knowledge of Microsoft office, Outlook, Word, Excel
- knowledge of clerical practices and procedures
- knowledge of business and management principles
- strong attention to detail
- superior work ethic
- a self motivated individual
- applicant must be Bermudian or spouse of a Bermudian

Contact Info

Acoustical Design

Please email resume to adesign@logic.bm