

CONCIERGE MANAGER

Are you committed to delivering first class customer service in an entrepreneurial environment?

Suite Solutions is a new company that will bring a state of the "Serviced Office" solutions to the Bermuda market. Suite Solutions will be offering turn-key complete office solutions on a short and long term basis to small and medium businesses, start-ups and companies in transition. The company also plans to offer virtual office services.

Suite Solutions will be operated by New Venture Holdings, a local company with a wide variety of investments within and outside Bermuda.

We are looking for a dynamic, entrepreneurial individual to manage Suite Solutions and to help us grow the business. There may be additional duties relating to New Venture Holdings projects as well as assisting our sister company, Island Self Storage.

We require an individual with the following attributes:

- A track record of outstanding front facing customer service
- The ability to work in a creative, entrepreneurial environment
- A hands on approach to looking after client needs
- Familiarity with a broad range of office systems
- Reconciles and balances accounts, compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable and any other items pertinent to the operation of business

(Salary will be commensurate with experience.)

To apply for the above position, please e-mail your interests to: dwm@nvh.bm or jcw@nvh.bm



**suite
solutions**
THE SMART WAY TO OFFICE

**CLOSING DATE:
APRIL 11
2011**

NEW VENTURE HOUSE
3 MILL CREEK ROAD
3RD FLOOR, PEMBROKE