

JEFFREY & SONS LTD.

requires

CHIEF GENERAL MANAGER

for daily operation of small family owned window treatment business.

Duties and Responsibilities:

- The successful applicant will be responsible for installing all types of interior soft window treatment, as well as installing roll shutters and awnings, both manual and electrical.
- This position will involve measuring, quoting bidding and installing all types of window treatment contracts to a high standard.
- This individual will also be required to organize and supervise installation crews on a daily basis to see contracts through to completion.

Minimum Skills, Qualifications and Experience:

- At least 5 years experience in the fabrication and installation of all types of interior soft window treatments
- At least 5 years experience in installation of roll shutters and awnings, including installation and programming of roller shades with manual or softy standard and RTS automated systems
- Excellent communication skills, both written and verbal
- Experience training and supervising staff
- Ability to work with customers independently or as part of a team
- Willing to work overtime on occasions as required
- Computer literate with knowledge of Microsoft Windows and Microsoft Office
- Must have own transportation, and a valid intermediate truck license
- Experience using Accounting software such as Quick Books or MYOB would be advantageous
- This position is available to any and all qualified applicants.

Please apply in writing with resume, including educational and previous work experience to:

Jeffrey & Sons Ltd.

P.O. Box HM 1539 Hamilton HM FX

smjeffrey@logic.bm

Closing date: April 20th, 2011