

Mail Room Administrator/ Relief Receptionist

The duties include:

- External by-hand and internal mail deliveries
- Responsible for the ordering and management of all office supplies
- Responsible for reception relief
- Responsible for keeping the mail room tidy
- Assist Office Manager when needed

The applicant must have:

- Experience in switchboard operation and reception duties
- Be self reliant and work well under pressure in a busy small team environment
- Good organizational skills and be able to meet deadlines
- Be self reliant, trustworthy, have a pleasant telephone manner

This position requires an individual who is prepared to be flexible with their work schedule and to work 20 to 25 hours per week.

Salary will be commensurate with experience.

Benefits include discounts at the Gibbons Group of Companies, comprehensive medical insurance, contributory pension plan and an employee assistance program.

Please apply in writing with resume and references to:

Gibbons Management Services Ltd

ATTN: Office Manager

P.O. Box HM 1194

Hamilton HM EX

Email: ccorday@gibbons.bm

Phone: 295-0022 x 2253

GMSL

Gibbons Management Services Limited