



The Hospitals Auxiliary of Bermuda

One of Bermuda's oldest and most respected charities is seeking qualified applicants for the following position:

This is a full time position – 35 hr. week and must work on Saturdays.

ASSISTANT MANAGER – THE BARN

This is a very physically demanding position requiring the individual to be able to lift/carry & move heavy objects on a daily basis. Together with the Manager, this individual will be responsible for the day to day operations of the Barn which includes managing and directing volunteers on a daily basis. The Assistant Manager assumes the responsibilities of the Manager in his/her absence.

DUTIES AND RESPONSIBILITIES

- Assist Manager with recruiting volunteers to fill daily positions
- Assist Manager in pricing articles for sale
- Work as cashier
- Assist Manager in displaying items during special holidays such as Christmas, Halloween, Valentine's Day and Easter
- Assist Manager in keeping Barn clean (both inside and outside) and in good order
- Assist Manager in updating written guidelines on policies and procedures for volunteers

QUALIFICATIONS

- High School Graduate
- Previous experience managing people
- Previous cashier experience would be an asset
- Computer Skills, Word, Excel, Publisher
- Excellent organizational skills
- Ability to communicate effectively
- Unquestionable Integrity

Please send resume, together with one business reference and one character reference to: Nancy Oughton, General Manager, The Hospitals Auxiliary of Bermuda, P.O. Box HM 1023, Hamilton HM DX. **Closing Date: June 17, 2011**