

For over 20 year, Applied Computer Technologies has offered professional managed and maintenance services as well as product fulfillment. We believe in building strong relationships with our clients and suppliers to take advantage of and strategically use today's and tomorrow's technologies.

ADMINISTRATOR

Applied Computer Technologies is seeking applications from experienced persons to fill the above post. The successful candidate must be able to start immediately.

To be considered for this position you should have skills in the following areas:

- Excellent interpersonal skills
- Ability to coordinate tasks for others and self
- Proven experience in multitasking
- Strong typing skills and experience with Word, Excel and Outlook
- Ability to work under extremely tight deadlines
- Excellent customer service skills
- Strong organizational skills
- Excellent written and communication skills
- Ability to work unsupervised
- The ability to interact with a diverse group of professionals over the telephone
- Ability to work Monday to Friday from 8:30 am to 5:00 pm with the availability to work overtime as needed

Salary and benefits will commensurate with experience. Interested candidates should submit a resume, no later than October 31, 2011 to:

Human Resources
Applied Computer Technologies Ltd.
P.O. Box HM 2091, Hamilton HM HX

or by email to: careers@act.bm



It starts with >>

Applied Computer Technologies

1st Floor, Williams House, 20 Reid Street, Hamilton HM11

www.act.bm