



## **ACBDA OFFICE SUPPORT JOB DESCRIPTION**

### **Responsibilities:**

- Report to, Executive Assistant of ACBDA
- Based in Dockyard, Prince Alfred Terrace
- Staff the reception area for ACBDA & JACC
- Provide a wide variety of administrative functions and support duties as required for the ACBDA daily operations
- Manage room bookings and coordinate ACBDA transport shuttles
- Manage the day-to-day facilities, equipment and supplies for ACBDA's offices
- Maintain overall appearance of office
- Perform such other duties as reasonably required by ACBDA
- Must be flexible with work hours based on event schedule, including weekends

### **Qualifications:**

- Experience in an office environment
- Knowledge of Office 365 and Outlook as well as Calendar coordination
- Excellent organizational and communication skills
- Proven problem-solving skills
- Ability to make decisions
- Strong attention to detail, as well as time management skills
- Ability to work in a fast-paced, team environment

Must be able to start as of April 1st 2017 until July 14th. Offering a competitive hourly rate with attractive benefits.

All applications should be sent via email to: [execasst@acbda.bm](mailto:execasst@acbda.bm)

**CLOSING DATE: MARCH 10 2017**