



## **CAREER OPPORTUNITY**

### **OFFICE ADMINISTRATOR**

**(ABACO DISTRICT OFFICE)**

#### **PRIMARY RESPONSIBILITIES:**

- Oversee the smooth operation of the office
- Manage and update client accounts, processing payments and addressing client queries
- Provide customers with quotes and product knowledge
- Update client databases
- Meet and greet clients and customers
- Respond to internal and external enquiries via email, phone and face-to-face
- Oversee all operations functions and the duties of customer service representative
- Perform general administration tasks and oversee premises needs

#### **KNOWLEDGE & SKILLS:**

- Meet minimum requirements: High School Diploma with 5 BGCSE's passes in Math and English of C and above; Associates degree in related field preferred
- Five years' experience in managing cash, cashiering, and general accounting procedures
- Excellent communication skills /Strong interpersonal skills with the ability to interact with a wide range of customers and maintain a friendly helpful manner/ Strong interpersonal and communication (verbal and written) skills to interact with a wide range of individuals
- Excellent service skills
- Strong ability to work quickly and independently and to manage large volumes of callers/clients
- Good technical skills in computer software, electronic messaging, office equipment, etc.

**Resumes with accompanying certificates should be forwarded via email to [careers@familyguardian.com](mailto:careers@familyguardian.com) by July 23, 2012.**

**Family Guardian thanks all applicants; however, only those short-listed will be contacted.**