



# National Art Gallery of The Bahamas

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## Job Description

### Office Manager and Administrator

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**The National Art Gallery of the Bahamas (NAGB)** has a vacancy for a professional **Office Manager and Administrator** with superior interpersonal and communication skills, an excellent understanding of accounting systems (Quickbooks), filing and preferably a passion for Bahamian art and culture. The individual will be a full-time employee of The National Art Gallery of The Bahamas (NAGB) for a Monday-Friday 40-hour workweek, with the possibility of flex-time, and would manage the general office and facilities of the NAGB and assist the Director with administrative functions to keep operations running smoothly.

**Key Accountabilities include:**

- Oversee internal and external communications functionality (phone and email).
- Supervise receptionist, security, facility and custodial support staff.
- Manage general office operations of NAGB and maintain suitable procedures for its efficient functioning.
- Provide skilled and professional organizational support for the Director by having an efficient and proper system for the retention, protection, retrieval and disposal of all NAGB records.
- Maintain office efficiency by planning and implementing office systems, and proper equipment & supply procurement.
- Implement competent and workable office policies by establishing and staying current on up-to-date standards and procedures.
- Make recommendations for updates or amendments to the Director as needed.
- Manage outside vendors, trades people and small contractors.

- Administer petty cash, including handling and safekeeping of cash and record keeping of all cash transactions.
- Be familiar with Quickbooks, assist with the proper preparation and tracking of payments, circulating checks to board signatures and ensuring all checks are delivered.
- Provide quotes as requested for office supplies, vendors, furniture and other personnel needs
- Professionally manage info e-mail, general mail (post) and in-house communications.
- Adequately schedule and monitor subordinates—i.e. Security, Front Desk Agent and Janitress—for completion of tasks assigned and keep management team informed.
- Keep personally apprised and fully informed of the scheduling of events, and workshops via the shared office calendar and keep the public informed of these events when asked.
- Facilitate the booking of rental events and RSVPs by phone, email and through NAGB's website.
- Manage rental bookings and rental contracts and keep staff informed of same.

### **Minimum Personal Requirements**

- Qualified candidate will possess at least an associate's degree or certified training in related field with the minimum of three years experience;
- Previous working experience in a fast-paced environment;
- Excellent communication skills, including written and oral skills.
- Excellent organizational and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Good understanding of accounting (knowledge of Quickbooks);
- Must have the ability to plan, prioritize and manage workloads
- Previous experience as a supervisor and/or project team leader.
- A team player with the ability to work on own initiative to drive results

### **Application Submission Requirements**

All applicants must submit the following documents and information by email, to [nagbmanager@viviangrouphbahamas.com](mailto:nagbmanager@viviangrouphbahamas.com), no later than **5:00 p.m. Friday July 13<sup>th</sup>**:

- Cover letter highlighting the applicant's interest in the position.
- Current résumé.

- Copies of qualifications and certificates.
- Three (3) professional references.
- Copy of one form of national ID, including either National Insurance Card, Passport or Driver's License.

**Incomplete applications will not be processed for consideration.**

**Application Deadline: 5:00 p.m. Friday July 13<sup>th</sup>. Please send required information via email to [nagbmanager@viviangroupbahamas.com](mailto:nagbmanager@viviangroupbahamas.com).**