# Senior Office Manager

**Our client, a leading global investment organization, is seeking a Senior Office Manager to support its Bermuda headquarters.**

This role offers an excellent opportunity for an experienced office management professional to oversee day-to-day office operations, coordinate high-profile meetings and events, and support senior stakeholders within a dynamic international business environment.

**Key Responsibilities:**

- Coordinate board and committee meeting logistics, including travel, accommodation, transportation, catering, and meeting support.
- Manage office events, learning initiatives, social activities, and corporate engagement programs.
- Support senior leaders with scheduling and administrative coordination.
- Oversee office facilities, property support, vendor relationships, maintenance projects, and health and safety initiatives.
- Manage purchase orders, invoices, office supplies, and operational administration.
- Act as a key point of contact for office-related matters and provide support across multiple business functions.

**The Ideal Candidate Will Have:**

- At least 5 years of experience in office management or senior administrative roles within a professional services or corporate environment.
- Experience supporting senior stakeholders across multiple teams and time zones.
- Strong event coordination and operational management skills.
- Excellent relationship-building and stakeholder management abilities.
- Experience coordinating facilities, vendors, contractors, or property-related services.
- Advanced proficiency with Microsoft Office and modern workplace technology.

**What is on Offer:**

- A broad and diverse role with exposure across multiple business functions.
- Responsibility for office operations, events, facilities, and executive support activities.
- Opportunity to work within a well-established global organization.
- Collaborative and professional team environment.

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.