

The Regulatory Authority of Bermuda invites applications for the role of **OPERATIONS SUPPORT ADMINISTRATOR**. Reporting to the Operations and Accounts Administration Manager, this position will be responsible to provide general administrative support within the Authority and provide backup relief support to the License Liaison Manager with issuance of Class Licenses.

Key Duties and Responsibilities:

- Supporting and covering in the absence of the License Liaison Manager issuing and processing of maritime and aviation class licenses and all related duties;
- Processes initial applications and renewals for all license classes, ensuring all license information is correct and accurate
- Maintains the data integrity of the RA computer records database of licenses; prints licenses for issue or re-issue;
- Works closely with the CTO to monitor use of approved radio classes, to ensure proper standards of use are being adhered to by licensees.
- Receives, processes and issues receipts for monies paid for licensing fees from both local and overseas creditors;
- Works closely with the Finance Department to support administration;
- Providing general administrative assistance to include preparation of correspondence as well as assisting with maintaining records management
- Other duties will include but are not limited to ad hoc tasks and assisting with answering the main switchboard
- Providing support and participating in projects and other duties as directed

Minimum Qualifications, Experience and Skills:

- Accredited College Certificate or Degree in a related field;
- At least 2-year experience in a related position; electronic communications industry experience, preferable
- Excellent working knowledge of Microsoft Office Suite of products and computerised accounting software programs;
- Excellent organisational, verbal and written communication and interpersonal skills
- Excellent time and task management skills.

Apply in writing by forwarding a cover letter along with resume marked

PRIVATE & CONFIDENTIAL and send to

Regulatory Authority

Attention: Kim Martins

Craig Appin House, 8 Wesley Street

Hamilton, HM 11, Bermuda or email to:

kmartins@rab.bm

Deadline for receipt of application: January 3rd, 2017