



Office Administrator

Job Description:

The Office Administrator is a dual role and requires flexibility and the ability to multitask with excellent communication and time management skills. The post holder is responsible for managing and overseeing the private school activities and database.

The post holder will also assist the Finance Team at the main office with accurate data entry, processing/recording of transactions, updating the ledger, assist with fact checking and cross checking the school's accounts.

This post also requires regular site visits to the private schools and having oversight on performance, relationships between Yum staff and the school's staff and recording feedback and finding quick solutions to any issues raised.

The post holder will perform a range of tasks including but not limited to the below:-

Responsibilities:

- Supervise and coordinate activities of hourly cafeteria workers engaged in receiving, preparing, cooking and serving food in the private school cafeteria.
- Be able to fill in for staff at the school canteen when necessary.
- Have oversight of the Private School canteen team in terms of performance and requests.
- Handle disciplinary matters, evaluations.
- Provide solutions to issues raised by staff, parents or teachers, in conjunction with the Chief Financial Officer or HR Manager as appropriate.
- Perform administrative tasks such as filing, data entry and being the first point of contact on the company's main office telephone.
- Managing high volumes of emails from the school's in-box.
- Manage the Yum database by keeping track of the balances on accounts and ensuring as much as possible that the school remains within budget.
- Processing and transferring data of day-to-day financial transactions.
- Produce customers invoices and statements.
- Preparing daily bank deposits.
- Communicate with clients and vendors.
- Swiftly compiling invoices by accurately sorting and entering relevant information into QuickBooks.
- Reconciling invoices to monthly statements from vendors.
- Visit with private schools to promote Yum, its menus and provide customer service (particularly at the beginning of each school year)



Requirements:

- Associate degree in Business Administration (or equivalent) with a minimum of 2 years work experience **OR** High School Diploma with a minimum of 3 years in related field.
- Leadership ability to supervise a team.
- Proficient in computer skills (MS office etc.)
- Bookkeeping experience (QuickBooks or similar) is an asset.
- Good time management with excellent verbal & written communication skills.
- Professionalism and strong ethical code.
- Ability to multitask and be flexible while remaining positive, work independently and work well within a team.
- English Proficiency
- Strong Customer service orientation
- Keen attention to detail

Additional Requirements:

- A valid Cayman Islands Driver's License.
- Applicants must have a no-convictions police record.
- Applicants must be able to demonstrate their acquired skills upon request.

Compensation:

Salary based on experience:

CI\$28,600 to CI\$36,000 annually

Benefits:

Health Insurance, Pension Contributions and Daily Lunch.

How to apply

Caymanians and PR Holders are strongly encouraged to apply and will receive priority for consideration.

All qualified applicants should visit the following link to apply:

<https://miseenplace.bamboohr.com/careers>

