



Join the Leading Environmental Conservation Organization in The Bahamas

JOB OPPORTUNITY: GRANTS AND PROJECTS ADMINISTRATOR

Primary Location: BNT Headquarters - Nassau

Primary Responsibilities: Overall management of projects and grants including coordination of grant awards, grant implementation, post-award compliance and financial aspects.

Duties:

- Provide guidance on grants development
- Execute general grant administration
- Collaborate with Director of Finance to track, document and monitor individual grants
- Regular communication with project coordinators to track progress of grant implementation
- Ensure technical reporting is in compliance with grant agreements.
- Prepare and submit donor reports.
- Meticulous record keeping of all projects related transactions and reporting.

Qualification and Experience:

- Associate's degree Business Administration concentration
- Good accounting skills
- Time management skills
- Strong interpersonal and communications skills.
- Must be computer literate (Microsoft Office Suite)
- Ability to work with a team

To apply: provide a cover letter, resume, three references to Human Resources, P.O. Box N-4105 or hr@bnt.bs by January 20th, 2012.