



**BROWN - DARRELL
CLINIC**



**BERMUDA HEALTHCARE
SERVICES**

Now hiring for the position of **EXECUTIVE ASSISTANT** to the Executive Chairman

Key responsibilities include:

- Personal Assistant duties for the Executive Chairman
- Handling the Chairman's calendar and meeting preparation
- Filing and office organization
- Occasional Front Desk relief
- Light Research
- Travel Booking and itinerary-creation
- Handling correspondence

Skills, Qualifications & Experience

- Minimum qualification of executive secretarial course; Bachelor's degree preferred
- Minimum of 3 years in a similar position
- Fully computer literate in a Microsoft Office environment
- Sound and reliable work ethic
- Strong administrative and clerical skills
- Excellent communication, interpersonal and time-management skills
- Excellent writing and editing skills

Please email your resume to ddesilva@bhcs.bm or fax to 441-232-0330 no later than January 13th, 2012