



**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](mailto:ddesilva@bhcs.bm) or fax to 441-232-0330 no later than January 13th, 2012