

# **BOOKKEEPER /** **OFFICE ADMINISTRATOR**

## **Duties and Responsibilities:**

- Maintaining All Accounting Records to Trial Balance
- All General Office Administration
- Customer Relations, Sales, and Inquiries

## **Requirements:**

- Experience Required
- Knowledge of Antiques/ Fine Furniture
  - Computer Proficiency
- Thorough Knowledge of QuickBooks
  - (A Must)
- Helpful, Pleasant Personality, Neat Appearance
  - Self-Motivated and Timely
- Exceptional Written and Verbal Skills
- Ability To Work In Small Office With High Demand

Submit resumes with references to BS&R Group Ltd. at 99 Middle Road, Devonshire  
or

[Anthony\\_BSR@northrock.bm](mailto:Anthony_BSR@northrock.bm)



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