



THE BERKELEY INSTITUTE

**Invites applications from suitably qualified persons for the post of
Administrative Assistant to
The Deputy Principals**

SUMMARY

The Berkeley Institute, a diverse senior school with a rich heritage and tradition of excellence, requires an Administrative Assistant to the Deputy Principals to provide efficient administrative support. The successful candidate will also perform some administrative tasks assigned by the Office Manager.

REQUIREMENTS:

- Previous experience in a busy office environment
- Ability to attend to multiple tasks efficiently
- High degree of computer literacy with an emphasis on proficiency in use of:-
 - word processing
 - calendar management & mail services
 - publishing
 - spreadsheets
 - database management
- Excellent oral and written communication skills
- Ability to record and transcribe minutes of meetings
- Ability to provide courteous service to school clients, faculty & staff, with an understanding of and respect for confidentiality in all matters
- Ability to work with minimum supervision
- Ability to work as part of a team, or independently in a courteous manner with administration, faculty and students

SKILLS & QUALIFICATIONS:

It is expected that candidates will possess a solid educational background and a high degree of competence in administrative skills. The postholder must have successfully completed the B.S.C. or equivalent and a secretarial certificate of two (2) years duration.

A minimum of three years previous experience in a demanding office environment is required.

All applicants must submit a completed application form (available from the school office), a letter of application as well as a resume detailing qualifications, relevant experience and the name and contact numbers of two referees to:

The Office Manager
The Berkeley Institute
P.O. Box HM 2704
Hamilton HM KX
or
Email: echristopher@berkeley.bm

The deadline for all applicants is: Friday, May 25 2012