

**Medium size business
requires a
Senior Administrative Assistants
(*full time and part-time*)**

Must have a minimum of 5 years experience; applicants must be exceptionally well organized, capable of working without supervision while handling a constant heavy workload accurately and with initiative. Excellent keyboard and computer skills essential, as well as the ability to craft letters in a professional manner. Excel and Word are a prerequisite and applicants will be expected to show proficiency in both. Strong communication skills are also required. Some overtime and weekend work required.

Only Bermudians, Spouses of Bermudians or PRC Holders need apply

Please apply by sending resume and written references by
email to: Bermudajob@gmail.com

All applications will be dealt with in the strictest confidence

Closing Date: October 14, 2012