

Office Assistant Required

The Arthur Morris Group of Companies, who provide accounting, auditing, corporate management and trust administration services, require a full time person to make deliveries, fill in when required as a front desk receptionist and to assist staff with clerical duties.

The successful applicant must be able to make deliveries by motorcycle, have a pleasant and professional manner in dealing with incoming telephone calls and be able to perform general office clerical tasks, such as (but not limited to) dead-filing, copying, binding and scanning of documents. He/she must be able to work on their own initiative to meet any deadline, be well organized and willing to work overtime on short notice as required.

Applicants with proficiency in computer based business applications, such as MS Office, and relevant previous work experience will be given preference. A high school diploma or equivalent is required.

Please apply in writing with resume and supporting references to:

Human Resources
PO Box HM 1806
Hamilton, HM HX

The successful applicant must be available to start work immediately.

Closing date: October 15th, 2012