

# **EXECUTEMPS LTD.**

**require**

## **Executive Secretaries/Administrative Assistants for future assignments**

- Proficiency in Microsoft Suite including Word, Excel, Power Point and Outlook
- An accurate typing speed of at least 40 w.p.m. (applicants will be tested)
- Calendar/diary management
- Some assignments require Dictaphone and/or minute taking therefore any experience in either would be a definite advantage
- Excellent communication skills both oral and written
- Experience with all usual office duties filing, photocopying, scanning, answering phones, data entry, correspondence etc.
- Basic bookkeeping experience
- At least two years experience in an office environment
- Applicants must be available at short notice

As duties vary with each assignment, applicants should be very versatile, well organized and be able to work on their own initiative or with a team.

Some temporary assignments can be extended or shortened without warning therefore applicants must be prepared for this, also they should be able to commit to long term assignments.

Applications must include an up to date resume and at least two recent written business references as to experience and ability.

At the present time we are not accepting any overseas applications unless they are from Bermudians, spouses of Bermudians or PRC holders residing abroad.

Written applications can be sent to Executemps Ltd., P.O. Box HM1453, Hamilton HM FX or emailed to [executempsbda@ibl.bm](mailto:executempsbda@ibl.bm)

**Closing date for applications May 17<sup>th</sup>, 2013**