



# **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.**

99 Middle Road, Devonshire or  
[Anthony\\_BSR@northrock.bm](mailto:Anthony_BSR@northrock.bm)