



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