

# **We are registering candidates for future temporary roles in the following job categories:**



and



## **EXECUTIVE & PERSONAL ASSISTANTS:**

- Typing speeds of 70wpm;
- Proficiency in computer skills: Word, Excel, Outlook;
- Secretarial course work/certificate/ or 7 years equivalent work experience;
- High integrity, superior organizational skills, professional demeanour;
- Strong verbal and written communication skills.

## **MEDICAL SECRETARIES/ADMINISTRATORS:**

- Working knowledge of medical terminology;
- Proficiency in computer skills: Word, Excel;
- Course work/ associate degree/diploma/certification as a medical secretary or health care administrator;
- Two (2) years proven work experience in a medical practice, hospital or other health care agency;
- Proven ability to handle pressure environments, professionally.

## **LEGAL SECRETARIES:**

- Understanding of legal terminology and filings;
- Proficiency in computer skills: Word, Excel;
- Typing speeds of 60wpm with accuracy;
- Five (5) years' work experience in a legal environment; along with legal secretarial certificate/course work;
- Proven time management skills to meet deadlines;
- Strong verbal and written communication skills with an attention to detail.

## **ADMINISTRATIVE ASSISTANTS:**

- Typing speeds of 50wpm;
- Proficiency in computer skills: Word, Excel & Outlook;
- Three (3) years work experience in this role;
- Can plan, organize, prioritize work while supporting a department or multiple managers;
- Team oriented, flexible approach to work and colleagues resulting in facilitating the efficient operation of the organization.

## **SECRETARIES:**

- Typing speeds of 50wpm;
- Proficiency in computer skills: Word, Excel, Outlook, PowerPoint;
- Have all round clerical ability: word processing and spreadsheets;
- Quick start, adaptable, committed individual;
- Have or be willing to learn basic bookkeeping skills and provide relief receptionist duties.

**Qualified** candidates please forward your Resume/CV  
along with supporting work references to:

Human Resource Division

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