

CAPCAR TEMPORARY SERVICES

is seeking

Executive Assistants

for Temporary Assignments.

Candidates must meet the following requirements:

- Formal Secretarial Certificate
- Minimum 7 years work experience as Executive Assistant, with proven work experience:
 - handling complex calendars and travel arrangements
 - Audio Transcription/ Dictation/with the ability to support more than one busy executive at any given time
- Must be proficient in

Applicants will be skilled

assessed.

Please forward resume and
any other relevant information

Marvanne R. Scott

CapCar Temporary Services

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Closing date: October 8, 2014