

CAPCAR TEMPORARY SERVICES

is seeking

Executive Assistants

for Temporary Assignments.

Candidates must meet the following requirements:

- Typing speeds of 70wpm
- 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 Microsoft applications.

Applicants will be skills assessed.

Please forward resume and two employment references to:

Maryanne R. Scott

CapCar Temporary Services

P.O. Box HM 1721,

Hamilton, HMGX

maryanne@capcarsos.com

Tel: 441 295 0754

Fax: 441 295 1495

Closing date: October 8, 2014