

Medium size business
requires an
Office General Assistant

We are seeking a competent, hardworking multifunctional individual to work in our main office. The successful applicant will have excellent interpersonal and communication skills, strong computer skills and a sound knowledge of Word and Excel; and have the ability to work under strict deadlines in an extremely busy environment. Some overtime may be required from time to time.

Only Bermudians, Spouses of Bermudians or PRC Holders need apply

Please apply by sending resume by email to:

Bermudajob@gmail.com

Must include 2 written references
(at least one work and one character reference)

All applications will be dealt with in the strictest confidence

Closing date: September 10, 2015