



Our client, Sardis Developments Limited invites applications for the position of **Construction Management, Accounting and Administrative Assistant**. The successful candidate will:

- Provide general construction management assistance and administrative control of the ordering, importation and installation processes associated with commercial construction
- Attend and chair on site bi-weekly meetings
- Manage key stakeholders' schedules, organize meetings; record and transcribe meeting minutes, as required
- Set up online bank payments and manage a variety of Excel spreadsheets
- Analyze and report on a variety of basic accounting related information
- Assist with marketing initiatives for commercial and residential offerings
- Additional assigned duties as required

**Knowledge, Skills and Experience Required:**

- Formal secretarial certification together with five years' senior secretarial or administrative experience
- Experience working in the construction industry
- Basic knowledge of accounting concepts and practices
- Marketing certification or prior marketing experience
- Proficiency in the use of MS Office (Word, Outlook and Excel)
- Excellent oral and written communication skills

The successful candidate must be willing to work after hours and on weekends as required and be comfortable working in an active construction site environment.

Interested applicants should e-mail resumes and at least two professional references to [hr@capcarsos.com](mailto:hr@capcarsos.com) or apply in writing to:

SOS Limited and CapCar Temporary Services,  
PO Box HM 1721, Hamilton HMGX  
Tel: 441-295-1585 | Fax: 441-295-1495

Closing date : 25 September 2015