

**EXECUTEMPS LTD.
7 Reid Street, Hamilton HM11**

require

**EXECUTIVE SECRETARIES/ADMINISTRATIVE ASSISTANTS
for future temporary assignments**

- Proficiency in Microsoft Suite including Word, Excel, Power Point and Outlook
- An accurate typing speed of at least 50 w.p.m. (applicants will be skill tested)
- Secretarial certificate or at least 5 years' experience in a senior secretarial and/or administrative capacity
- Experience with calendar/diary management and sometimes travel arrangements
- Dictaphone and/or minute taking would be a definite advantage
- Excellent communication skills both oral and written
- Experience with all usual office duties filing, photocopying, scanning, answering phones, data entry, correspondence etc.
- Basic bookkeeping experience
- Applicants must be available at short notice

Applicants should have a pleasing personality and appearance, and good time keeping skills are essential.

Applications must include an up to date resume and at least two recent written business references as to experience and ability, applications sent without these enclosures will not be considered. Written applications can be sent to Executemps Ltd., P.O. Box HM1453, Hamilton HM FX or emailed to executempsbda@ibl.bm (Please no telephone calls or walk-ins).

CLOSING DATE FOR APPLICATIONS: MAY 7, 2016