



"Your Satisfaction is our Guarantee"

ARNOLDS MARKETS GROUP OF COMPANIES

Have the following positions available:

OFFICE CLERK - FULL TIME

Applicant(s) must be a self-motivated, energetic, problem solver with excellent communications skills with previous work experience in a small office environment. Daily duties include but not limited to reconciliation of daily cash and sales, reconciliation of accounts payable and some secretarial work. Applicant(s) should be able to work on own initiative and be able to adapt to changing priorities. Proficiency with Microsoft Office products, especially Excel spreadsheets, is essential in the role. Applicant(s) are required to work 5 days between Monday through Saturday and occasional public holiday.

Applicants must possess a proven record of good integrity and excellent employment references.

All information given will be held strictly confidential.

Please apply in writing clearly stating the position you are applying for. All applicants must include a minimum two (2) employment letters of reference, two (2) character letters of reference and a resume detailing their work history, and current contact information.

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Closing date: November 17, 2017