



## **THE CATALYST GROUP LIMITED**

**Innovative. Invested. Indispensable.**

**The Catalyst Group Limited seeks a:**

### **BI-LINGUAL PASSPORT / IMMIGRATION ADMINISTRATOR**

To administer passport, work permit applications and translations. Must be a disciplined, proactive, organized administrator with exceptional written and spoken, English & Portuguese communication skills and a superuser of the Microsoft suite.

**On the behalf of our client, Fresh Clips, we seek a:**

### **HEAD BARBER**

Applicants must be expertly skilled in all aspects of standard practices, materials and tools of the barber trade, and be able to conduct barbering services, cut, shape, trim and taper hair, shave beards and shape hair contour on temple and neck using razor.

**On the behalf of our client, Care@Home Services Limited, we seek a:**

### **CHILD CAREGIVER / HOUSEKEEPER**

The Child Caregiver / Housekeeper will provide comprehensive care and housekeeping support to the busy professional household of a Care@Home client. The incumbent will assume responsibility for the complete childcare and housekeeping requirements of a home to include heavy residential cleaning, grocery shopping, and meal preparation, laundry and ironing, afterschool pickup and activities and other duties as assigned. Incumbent will work a flexible 40 hour week to attend to the requirements of each client. There will be significant late night, weekend and even overnight requirements as well as the need for occasional travel with the family. Strong swimmer. First Aid qualified. CTA qualification considered favourably.

Please submit a resume, copies of all relevant qualifications and at least 2 written professional references to: [resumes@catalyst.bm](mailto:resumes@catalyst.bm). Or to 54 Reid Street, Suite 201, Hamilton HM 12. Phone: 295-5533. Closing Date: October 19, 2018.