



## Island Employment Partners Ltd.

- Human Resources
- Secondments
- Recruitment
- Immigration
- Payroll
- Advisory

This is an amazing  
opportunity to join an  
established local company!

For more information, or to  
confidentially apply,  
please contact:

Jenna Viera-West  
Tel: 296-0497  
Email: Jenna@iep.bm

Closing date:  
Friday, 26th October 2018

SE Pearman Building  
9 Par La Ville Road  
HM11, Bermuda

[www.iep.bm](http://www.iep.bm)

## Business Assistant

On behalf of our Client, Aberfeldy Nurseries Ltd., we are seeking a full time **Business Assistant** to support the organization in a range of functions focusing primarily within Human Resource, Accounting and Administrative duties including but not limited to:

- Managing payroll and employee benefits administration to include monthly social insurance, pension and health insurance statement reconciliation and quarterly payroll tax filings.
- Liaising with various benefit providers in administering employee additions and changes.
- Overseeing monthly payroll, including monitoring staff deductions and maintaining employee attendance/leave records.
- Initiating all accounts payables for final approval by the General Manager and monitoring payables.
- Verifying Accounts Receivable and Payables for Bank Reconciliations.
- Performing daily cash deposits and banking in the absence of the AR/AP Clerk.
- Liaising with the Accountant regarding all financial matters.
- Preparing company related correspondence as requested.
- Providing assistance to the General Manager as required.

### The successful candidate will have:

- A minimum of two (2) years prior experience in a multi-functional office assistant role, ideally within a retail or customer focused environment.
- Solid working knowledge of Bermuda payroll practices and legislation would be preferred.
- Strong computer skills with superior proficiency in MS Excel; Knowledge of Bermuda Pay Manager, preferred.
- Excellent verbal and written communication skills along with the ability to manage priorities and take initiative with minimal supervision, while working as part of an effective team.
- Excellent professional references.