

The Platinum Group Ltd.

is seeking Executive Assistants for temporary assignment. Responsibilities: Calendar and diary management, complex travel arrangements, expense reports. Requirements: Associate degree or recognized secretarial qualification, a minimum of 5 years' experience in an EA role supporting senior level executives, professional presentation and superior verbal and written communication skills, outstanding organisational skills.

Interested candidates please submit CV and supporting references to:
The Platinum Group, Sofia House, 48 Church Street, Hamilton HM 12,
Bermuda, Tel: 441 296 4090 - email: maryanne@platinumgroup.bm.

Closing Date: February 7, 2019