

**IACS**  
**Requires**  
**a Part-Time Office Assistant.**

The successful applicant must be computer literate, especially with the use of Microsoft Office and MS Word. Must also have good Client Relationship, Organizational and Time Management Skills. The knowledge of Immigration Policies or be willing to learn would be an asset. Duties will also include the delivery and collection of documents. Apply with resume, work and character references to Immigration Advisory & Consultancy Services. P.O. Box 1852, Hamilton HM HX. Email: [iacsbda@gmail.com](mailto:iacsbda@gmail.com)  
Tel: 400-4452    Closing Date: June 9, 2022