

Are seeking the services of **Secretaries/Administrative Assistants** **For Temporary Positions**

We are seeking experienced and professional applicants who possess the appropriate skills to work in various companies within the international and local business sector.

Applicants must have the following skills and attributes:

- A minimum of three to five years experience in the administrative field
- Proficient in Microsoft Office Applications with a minimum speed of 50 wpm
- Excellent verbal and written communication skills
- A strong work ethic with a high level of confidentiality is essential
- Self motivated with the ability to work with minimum supervision.

Please apply with resume and supporting references to:



Business Services of Bermuda Limited
Sofia House, 48 Church Street, Hamilton HM 11

E-Mail: samantha.torak@bsob.bm

Closing Date: March 23, 2011