



# The Royal Bermuda Yacht Club

requires the services of a

## **Sailing Secretary**

This position requires a person, part-time, to assist in the day-to-day co-ordination of the Club's very active Sailing Office. Strong people and organisational skills with a sound knowledge of Microsoft suite of products is required. Some sailing knowledge would be an asset, although not mandatory. You will be responsible to the Rear Commodore - Sailing and the General Manager. The hours of work will be from 10:00 a.m. to 2:00 p.m. but will require additional time during events hosted by the Club and attendance/ minute taking at regular monthly meetings after 5:00 p.m.

Only Bermudians or spouses of Bermudians need apply  
Qualified applicants should apply in writing with resume to:

**The General Manager  
Royal Bermuda Yacht Club  
P. O. Box HM 894  
Hamilton HM DX**

**Closing date: Friday, April 22<sup>nd</sup>, 2011**