

T & C LTD.,

require an

OFFICE MANAGER - BOOKKEEPER

This position is to assist in the management of the office, to implement the necessary administrative and financing controls and to maintain an international network of contacts. The successful applicant must have a university degree, (fluency in languages English, French, Italian, Spanish), strong interpersonal and communication skills, experience in the day-to-day operations of a business, including but not limited to reception, secretarial, bookkeeping, record keeping and filing and solid orientation to customer's satisfaction, additionally we require someone with experience in the ordering of goods, stocktaking and inventory. Applications must be in writing with resume and submitted to: **P. O. Box HM 3122 Hamilton HM NX. Closing date: April 27th, 2011.**