

# Diversified Holding Ltd.

is seeking individuals to fill the below noted positions;

This will involve working nine hour shifts, six days a week splitting your time between the following locations: **Belvin's Variety & Intermezzo Catering Ltd.**

**(8) CHEFS** – a small but busy grocery store with a take out kitchen, is looking for a full-time experienced chef. The candidate must have a minimum of 5 years' experience, must be punctual, honest, and reliable.

## **Office Manager**

We are looking for someone who is a dynamic versatile individual that can run the over all day to day operations of our six convenience/ liquor stores administration/ accounts office.

*Overall qualifications/responsibilities include:*

- Proven experience with banking deposits, accounts payable/receivable (Quickbooks and Microsoft Office experience would be an asset.)
- Applicants must be able to do daily cash reconciliations.
- Applicants must be willing to work 8:00am to 5:00pm, Monday to Friday. Some Saturday mornings will be required.
- Ability to produce detailed reports to the owner and act on behalf during his absence.
- Strong leadership skills with the ability to motivate and coach staff members.
- Ability to take initiative and have proven track record in dealing with confidential issues.
- Exceptional communication skills, computer proficient ability to multi-task.
- 10 years' in proven office managerial experience.
- A Business degree would be an asset.

Apply with resume and two work references to: P.O. Box HM 1813, Hamilton HM BX

**Closing date: April 29, 2011**

**We are a drug free company and applicants will be required to take a drug test.**