

Part-Time Personal Assistant

9am to 1pm Monday to Friday

I'm Ian Coles, General Manager of Bermuda Media. We publish 11 magazines, are owners of two cable television channels (cable 77 and 88) and are the island's leading Internet video producers. We're a small but very busy office.

My assistant of five years is moving on. She is going to be difficult to replace but I need to find someone to keep me freed up from day-to-day activities so that I can focus on building the business and creating new products.

I'm hoping to find someone who is bright, energetic, friendly, proactive, has the ability to manage time-sensitive projects and is willing to take on all sorts of different tasks – from stamping mail to communicating with leaders in the community.

It's critical that my assistant has impeccable written and spoken English – errors in your application will immediately rule you out for consideration. I also need someone who is detail oriented, enjoys keeping files in order and prides themselves on being extremely well organized.

I need help in the office for four hours a day, preferably 9am to 1pm, but I can be somewhat flexible. This might be perfect for someone looking to balance family commitments or other interests with a fun, friendly and stimulating work environment.

If this is the kind of position you have been seeking, please E-mail me, Ian Coles at icoles@bm.bm and tell me about your previous work experience and salary expectations.

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