



Applications are invited for the position of Corporate Services Assistant in the Office of the Auditor General (OAG). Brief details of this position are listed below.

CORPORATE SERVICES ASSISTANT (TEMP)

PS17-19 \$59,105 – \$63,535

The successful applicant will report directly to the Director – Corporate Services and is accountable to provide a full range of office procedures and other tasks within the Office of the Auditor General as assigned by the Director – Corporate Services. The successful applicant will have advanced skills in MS Word, Excel, Power Point, and Outlook; excellent written and oral skills and the ability to meet goals, deadlines, and standards.

Duties of this post include but are not limited to:

- Provide receptionist services when required.
- Perform general clerical duties to include, but not limited to, copying, faxing, scanning and filing.
- Conduct research, compile data and prepare papers for consideration and presentation to the Director – Corporate Services.
- Assist the Director – Corporate Services in setting up and coordinate meetings.
- Maintain the professional library. Ensures that annual subscriptions and maintained and that all periodicals are received on a regular basis and circulated.

Applicants must have a minimum of three (3) year's experience in a fast paced, busy office, preferably a professional accounting firm/office as well as an Associate's degree or equivalent experience and education.

Interested persons should submit their resumes marked “Private & Confidential” to the Attention of the Director – Corporate Services by either of the following methods:

Mail: Office of the Auditor General, P.O. Box HM 2891, Hamilton HMLX

Email: oag@oagbermuda.bm

Closing Date: October 7, 2011