

## EMPLOYMENT OPPORTUNITIES

Bermuda Executive Services Limited is currently recruiting for applicants interested in short term temporary and temp – hire employment opportunities within a variety of corporate industries and in the following capacities:

### EXECUTIVE SECRETARIES / PERSONAL ASSISTANTS

- A recognized Secretarial Certification or a minimum of 2-3 years relevant experience
- Ability to deal with multiple tasks including but not limited to: processing client-orientated correspondence, scheduling appointments, diary maintaining, and preparing formal presentations, booking travel arrangements
- Ability to liaise with experience in all Microsoft Office Applications and a minimum typing speed of 60 wpm.
- Ability to maintain confidentiality in all matters

### ADMINISTRATIVE ASSISTANTS

- Assisting in the production of general correspondence and memorandum
- Maintaining records and filing systems
- Ability to man front desk and a range of reception functions
- Excellent communication skills; both written and oral
- Strong computer skills are essential and applicants must have superior knowledge in; MS Office Applications specifically MS Excel and type a minimum of 45 wpm

### ACCOUNTANTS

- Performing a range of accounting functions including accounts receivable, accounts payable, bank deposits and account reconciliation's
- A strong knowledge and understanding of accounting principals
- Excellent computer skills required specifically MS Word, MS Excel, QuickBooks, or similar accounting software

We require employees who are professional, reliable, who have a strong work ethic along with exceptional communication and interpersonal skills.

Please submit a full resume to [info@bes.bm](mailto:info@bes.bm) with reference to the specific position you are applying for. For a list of current vacancies, please visit our website: [www.bes.bm](http://www.bes.bm)

**Closing date for applications is Oct. 21, 2011**

Bermuda Executive Services Limited

Tel: 441 296-5627 • [info@bes.bm](mailto:info@bes.bm) • [www.bermudaemployment.com](http://www.bermudaemployment.com)

