



## **EMPLOYMENT OPPORTUNITY – RECEPTIONIST**

**We are seeking a qualified dynamic individual to join our team at Veritas Legal.**

### **Minimum Academic Requirements:**

- 4 CXC passes, including English and Math
- TAMCC Associate's degree

### **Skills:**

- Exceptional customer service and communication skills
- Efficient in operating an office telephone system
- Full competency in the use of Microsoft Word, Excel and PowerPoint
- Accurate Typing skills

### **Attributes/Character Traits:**

- Warm and welcoming manner, in both facial expression and behaviours
- Ability to interact well with others
- Neat and well groomed
- Enthusiastic and always willing to learn

**Please bring in your applications in person by Friday 20<sup>th</sup> June 2014 to our office located at:-**

**#12 Steele's Commercial Complex, Grand Anse (upstairs Scotiabank)**

**Short listed candidates will be further contacted**