



Purdue Gardens Management Company Limited

Suite #16, Campus House, No. 32 Eastern Main Road, St, Augustine

Tel: (868) 798-1460; Email: info@purduegardens.com or purduegardensmanagement@gmail.com

Job Opportunity

Administrative Assistant

Purdue Gardens Management Company Limited is seeking a highly motivated individual for the position of Administrative Assistant.

The Administrative Assistant will be responsible for:

- Handling communication with all stakeholders
- Planning meetings and taking detailed minutes
- Providing administrative support to our directors and shareholders
- Maintaining all office records and transactions
- Preparing ongoing statistical reports
- Responding to all stakeholder inquiries
- Organizing and scheduling appointments of Officers of the Organization
- Reconciling and submitting income and expense reports of the company

The ideal candidate must have:

- Excellent organizational skills, with the ability to multi-task
- Knowledge of Office Management Systems and Procedures
- Excellent verbal and written communication skills
- Knowledge of Microsoft Office software suite

- Excellent time management skills and the ability to prioritize work
- Working knowledge of Office Equipment

Previous experience in an administrative role is preferred, but not required.

Email a resume along with a cover letter describing your skills and experiences only to: info@btdc-consulting.com.

Deadline for submitting applications is February 6, 2023