



# *Purdue Gardens Management Company Limited*

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

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

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## **Purdue Gardens - Job Opportunity**

### **Part Time 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 internal and external.
- 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.

Email a resume along with a cover letter describing your skills and experiences to:  
[info@btdc-consulting.com](mailto:info@btdc-consulting.com).

**Deadline for submitting applications is March 15, 2023**