



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 20th June 2014 to our office located at:-

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

Short listed candidates will be further contacted