



Job#: 6322

Date Posted: March 15/2018

Location: Barbados

Position: Executive Assistant

QUALIFICATIONS / SKILLS REQUIRED:

- Background or understanding in Technology
- Residing in Barbados
- Able to travel with CEO
- Excellent knowledge of excel, PowerPoint, word
- Knowledge of meeting planning
- Extremely good in confidentiality
- Candidates with experience in EA or meeting planners are perfect.
- Perfect English and communication skills (written and spoken)
- Financial understanding.

*Please submit your updated resume to: resumes@adiuvogroup.com
Thank you for your submissions!*