



**Agapé Total Life Academy**  
is seeking an Administrative Officer

The successful candidate will be responsible for performing administrative duties for Agapé Total Life Academy and Agapé Total Life Center and must possess the following qualifications and skills:

- An Associate's Degree in Office Administration/Business Administration or a Diploma in Secretarial Administration;
- A minimum of 3-5 years working in an office environment;
- Accounting/bookkeeping (familiarity with Quick Books is a must);
- Strong sense of commitment and responsibility;
- Computer literate with sound knowledge of Microsoft Office Suite programmes;
- Excellent typing and data entry skills;
- Detailed oriented;
- Strong written/oral communication skills

Candidates should possess a drivers' license and vehicle.

BVI Islanders preferred. To apply, please send a cover letter, resume, and list of two professional references and one character reference by May 31, 2018 to:

Attention: Administration  
Agapé Total Life Academy  
P.O. Box 566  
Cane Garden Bay, Tortola, VG1130  
British Virgin Islands