



## **BTA (DISPATCHING) LTD.**

We are seeking reliable and trustworthy persons to fill the following positions:

### **CALL-BOOKERS**

*Core Duties and Responsibilities include:*

- Receiving calls from clients and forwarding the relevant information to drivers
- Being pleasant to and non-confrontational with clients and drivers
- Any other duties as required to ensure the smooth and efficient running of the company
- Working on a rotating shift schedule – including nights, weekends and public holidays

The successful candidate must possess the following:

- Good education, with good oral and written communication skills
- Good typing and computer skills
- Pleasant telephone manner
- Minimum of 2 years experience performing similar functions

Please apply in writing, with two references from your previous employers, to: Mr. Raymond Robinson, President, P.O. Box HM 2364, Hamilton HMJX, Email: [raylove@northrock.bm](mailto:raylove@northrock.bm)

**Closing date: May 25, 2012**