

Key Management Services Limited

Cashier

Key Management Services Limited ("KMS") provides comprehensive management services to all of the companies within the KeyTech Group of Companies. These services include, but are not limited to, human resource management, information technology, financial and premise management services. KMS is a member of the KeyTech Group of Companies.

KMS is seeking highly motivated individuals with excellent customer service, verbal and written communication skills for the position of **Cashier**.

This position requires strong attention to detail, integrity and a high regard for confidentiality and someone who is knowledgeable of accounting principles and practices.

Essential Responsibilities include (but are not limited to):

- Collect and process of customer cash, cheque, credit card and drop box payments
- Reconcile payments received to the appropriate Billing System on a daily basis
- Participate in the counting, reconciliation and inputting of customer drop and mail payments and Paystation cash
- Ensure the release of customer information requests comply with Company policy
- Follow up with customers on payment errors and omissions
- Assist with customer inquiries or directing customer inquiries to the appropriate person/area

Education and Experience:

- BSSC Certificate or equivalent
- Certificate in bookkeeping or accounting practices with a minimum of one year experience directly related to the responsibilities specified

- Familiarity with clerical practices, office procedures, billing and accounting applications preferred

This position may be subject to assessment of skills, job match and/or aptitude.

Interested persons should apply with a cover letter and detailed resume via email to keycareers@keytech.bm. All correspondence should be marked to the attention of the:

*Human Resources Manager, Recruitment
Key Management Services Limited
Department of Human Resources
30 Victoria Street, Hamilton, HM 12*

Closing Date: July 3rd, 2012

The KeyTech Group of Companies is committed to maintaining a substance free workplace. Applicants will be subject to pre-employment substance screening prior to receiving an offer of employment.