

SHIPPING & LOGISTICS COORDINATOR

Burrows, Lightbourn Ltd., a leading beer, wine & spirit merchant, is seeking a conscientious individual to help maintain all aspects of inventory management, including acquisition, receipt, costing and record keeping.

The primary responsibilities of this position will include working closely with our Procurement Officer to become fully acquainted with product management, including the tracking and confirmation of shipments in the importation process, specifically customs clearance, logistics and documentation.

The successful applicant must:

- Possess a BSSC and/or a minimum of 3-5 years relevant experience in a similar role
- Be a team player & fast learner with the ability to work under limited supervision in a busy and professional environment
- Be able to multi task and meet deadlines
- Be computer literate with an emphasis on Microsoft applications and ability to work with various databases
- Possess strong written and verbal communication skills
- Be organized and have a keen attention to detail
- Possess strong interpersonal skills

Knowledge of the beer, wine & spirit industry including bonded warehouse operations will be an asset.

As part of the Gibbons Group of Companies the position offers major medical insurance, a contributory pension plan, company discounts, and an employee assistance program.

Applicants interested in this career opportunity, with the dedication and drive to join a strong team should send a resume and covering letter to:



Shipping & Logistics Coordinator
Burrows Lightbourn Ltd.
P.O. Box HM 829
Hamilton HMCX

Or e-mail
humanresources@bll.bm

Only successful applicants who have been short listed for an interview will be contacted.