

Gibbons Company requires a
**Trainee Buyer/Clerical
Assistant**

Gibbons Company is seeking a highly motivated individual as a Trainee Buyer/Clerical Assistant for its Department store in Hamilton.

The successful applicant will be responsible for assisting the Senior Buyers with all aspects of the purchasing process for the assigned department (s) including sourcing of goods, ordering, costing, pricing, merchandising and selling. In addition, this position will be responsible for clerical support to the Buyers team.

Working on Saturdays is essential as well as a willingness to work evenings and/or Sundays when required. The successful applicant must be willing to work on the sales floor as needed and be able to accompany the Senior Buyers on buying trips.

Candidates should have the following skills:

- *Excellent written and verbal communication*
- *Strong analytical skills and the ability to work on their own initiative*
- *Superior computer skills including Microsoft office and Excel*
- *A high level of professionalism and the ability to provide outstanding customer service*
- *Be self motivated, energetic and possess a strong work ethic*
- *An optimistic personality that can work with all team members within the company*
- *Must be flexible with working hours which include weekends both on and off the Island*
- *A college degree or equivalent in work experience*

Salary will be commensurate with experience. Benefits include comprehensive medical insurance, life insurance, contributory pension plan, employee assistance program and discounts at the Gibbons Group of Companies.

Please apply in writing, enclosing a resume and references to:

*Teri Seymour
V.P. Human Resources & Operations
Gibbons Company
P.O. Box HM 454
Hamilton HMBX*

*Or email:
tseymour@gibbons.bm*



GIBBONS COMPANY
For the way Bermuda lives