

# RETAIL STORE CLERK

Burrows Lightbourn Ltd. is seeking a well presented, ambitious individual who is self-motivated to fill the position of Retail Store Clerk. Reporting to the Retail Store Manager the successful candidate will assist with the day to day operational activities, including but not limited to cashiering, merchandising and other retail sales activities.

This position has excellent long term growth potential for an individual who can demonstrate excellent customer service and sales skills.

## Essential Duties and Responsibilities:

- Cashier duties
- Check identification to ensure customer is of age to buy beer, wine, spirits and/or cigarettes
- Provide customer service, including but not limited to: locating requested product, making product recommendations, processing sales transactions and assist customers with their purchases and when necessary helping the customer put the product in their vehicles
- Stocks: receive in and arrange merchandise on shelves and in fridges, may involve heavy lifting
- Perform general cleaning and maintenance at the store; set up and dismantling displays & dust shelves and product
- May occasionally open and close the liquor store, and operate alarm system
- Assume basic managerial duties in the absence of the Retail Store Manager including store opening and closing, end of day procedures and reconciliations, banking and reporting
- Secure company assets and property at all times
- Any other duties as assigned by management

The successful applicant must be at least 18 years of age and possess the following;

- High School Diploma or BSSC
- Basic knowledge of retail sales and cashiering
- Excellent work ethic and honesty regarding company assets and time-keeping
- Valid Bermuda issued Driver's License
- Demonstrate excellent social and sales skills when assisting customers
- Good written & verbal communication skills
- Must have the physical strength and endurance to move up to approximately 50 lbs of product
- Demonstrate a willingness to learn and have a keen interest in the wine and spirits industry

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, along with (2) written employment references to:



Chief Operating Officer  
 Burrows Lightbourn Ltd.  
 P.O. Box HM29, Hamilton HMCX

Or e-mail:  
[humanresources@bll.bm](mailto:humanresources@bll.bm)

Closing date: March 7th, 2014