



# **The Hospitals Auxiliary of Bermuda**

One of Bermuda's oldest and most respected charities is seeking qualified applicants for the following position:

This is a full time position – 40 hr. week and must work on Saturdays.

## **SUPERVISOR – THE BARN**

This is a very physically demanding position requiring the individual to be able to lift/carry & move heavy objects on a daily basis. In the absence of the Manager and Assistant Manager, this individual will be responsible for the day to day operation of the Barn which includes managing and directing volunteers.

## **DUTIES AND RESPONSIBILITIES**

- Assist with pricing articles for sale
- Work as cashier
- Assist in displaying items during special holidays such as Christmas, Halloween, Valentine's Day and Easter
- Assist in keeping Barn clean (both inside and outside) and in good order

## **QUALIFICATIONS**

- High School Graduate
- Previous experience managing people
- Previous cashier experience
- Computer Skills, Word, Excel, Publisher
- Excellent organizational skills
- Ability to communicate effectively
- Unquestionable Integrity

**Please mail or e-mail resume,  
along with one business reference and one character reference to:**

**Nancy Oughton, General Manager,  
The Hospitals Auxiliary of Bermuda,  
P.O. Box HM 1023, Hamilton HM DX  
([nancy.oughton@bhb.bm](mailto:nancy.oughton@bhb.bm)).**

**Closing Date: June 12, 2014**