

Gibbons Company requires a

Shipping Office Clerk

*Gibbons Company Limited requires a
Shipping Clerk to work in our Shipping Department
and assist with the processing of containers
and merchandise received.*

The position will work closely with the Shipping Department Manager and be required to perform a variety of tasks such as assisting in preparing the following: The paperwork for customs, processing of merchandise received and any other shipping Department duties. Previous Customs declaration experience would be an asset.

The individual should be a self-motivated person who enjoys working in a small office environment. An ability to manage deadlines and a strong attention to details is essential. Excellent computer skills are a requirement, including Microsoft Word and Excel.

Benefits include a major medical health insurance, contributory pension plan, and discounts at the Gibbons Group of Companies.

Please submit applications to:

- *Karen Dill
Gibbons Company
21 Reid Street, Hamilton HM 11*

Or e-mail:

- *kdill@gibbons.bm*



*Closing Date
March 5th, 2015*

GIBBONS COMPANY

For the way Bermuda lives

Telephone 295-0022