

Warehouse Assistants



Bermuda Air Conditioning Ltd. is seeking to employ individuals with previous experience in the role of Warehouse Assistant. The individuals should be self-motivated, professional, well organised, punctual and willing to work as part of a team.

Applicants should possess a high school leaving certificate (e.g. BSC or GED) accompanied by previous employment references. Applicants are also required to take an aptitude entry test developed in relation to the Warehouse Assistant position. Forklift experience and previous knowledge of plumbing and related materials would be an asset.

Duties and Responsibilities

- Assist in shipping and receiving, unloading trucks, checking in merchandise, delivery of goods to customers, matching purchase orders to sales orders, and distributing stock to sales associates for processing under the Receiving Coordinators supervision.
- Experience with handheld mobile computers to assist with daily warehouse tracking duties.
- Move and track materials and items from receiving or storage areas to shipping or to other designated areas (e.g. warehouse) while using handheld computers to assist with the warehouse tracking system.
- Sort, mark and place material items on warehouse racks, shelves or in bins according to predetermined sequence. Ensure warehouse space is accessible to salespeople and walk-in traffic. Keep the warehouse and work area clean and tidy at all times.
- Assemble customer service orders from stock and place orders on pallets on shelves or relocate orders to a holding area or shipping department.
- Pick up or deliver merchandise, parts or other items to other businesses or customers.
- Assist in counting of physical inventory.
- May be assigned facilities maintenance duties as required.
- All staff are required to be computer literate, as they will be using hand-held computers on a daily basis to carry out daily duties within the warehouse.
- Assist in the daily loading of dock duties when required.

Closing Date: 9 December 2015

All applications should be submitted in writing with a resume and references to:

Human Resources Manager,

Bermuda Air Conditioning Ltd.

P.O. Box HM 1095, Hamilton HM EX, Bermuda

Tel: (441) 292-0881 ext. 262 • Fax: (441) 292-6887

careers@bac.bm • www.bac.bm