

# WE'RE HIRING!

Hayward's Liquor Store is accepting applications for full and part-time Assistant Managers and Sales Associates. This is an interesting and challenging opportunity for those applicants seeking an upscale and dynamic working environment that focuses on ensuring excellent customer service and satisfaction.

## ASSISTANT MANAGER

### Duties and Responsibilities:

- Supervising and working with Associates within areas specified by the Store Manager;
- Delegating tasks and assisting with the scheduling of employees, recording employee attendance, submission of time sheets and overseeing till operations;
- Assisting with general inventory management including ordering stock in a timely manner and checking goods when received, ensuring the security of property and stock;
- Supervising and carrying out the merchandising of stock on shelves and ensuring stock and general access areas are clean and maintained to Company standards.

### Required Skills:

- At least five (5) years' supervisory experience in a retail environment;
- Strong leadership and coaching and customer service skills;
- Ability to assign tasks appropriately to ensure efficient store operations;
- General computer knowledge accompanied by excellent verbal and written communication skills;
- Must be willing to work varied hours, weekends and holidays;
- Experience in selling spirits and wines would be beneficial.

## SALES ASSOCIATE

### Duties and Responsibilities:

- Serving customers, dealing with queries, providing information and answering questions about products;
- Maintaining a shopper friendly environment;
- Working efficiently and effectively to ensure accuracy at all times, particularly in cashiering and cash management.

### Required Skills:

- High school diploma or equivalent with at least two (2) years' experience in a similar retail sales position;
- Excellent written and oral communication skills;
- A proven track record of excellent attendance and time keeping;
- Must be willing to work varied hours, weekends and holidays.

We are also seeking Assistant Managers and Sales Associates for Saturdays and Sundays shifts!

We offer a competitive salary and benefits package that includes a Pension Scheme, Health & Dental Insurance and Staff Discount Scheme.

Qualified persons should apply in writing, stating position interest, with full resume and written references to: Human Resources Manager, P.O. Box HM 826, Hamilton HM CX, Bermuda or email: [hr@psl.bm](mailto:hr@psl.bm). All inquiries will be kept in strict confidence.

We thank all applicants for their interest, but only those being considered for an interview will be contacted.

**Closing Date: June 8, 2016**