



## DATA ENTRY CLERK

Phoenix Stores Limited currently has an interesting and challenging opportunity for a Data Entry Clerk. Reporting directly to the General Manager, the successful candidate will be responsible for the data entry and order processing in order to support store operations.

### **The successful applicant will be responsible for:**

- Accurately follow guidelines regarding data entry into Company systems;
- Entering 'Purchase Orders' as directed by Department Buyers, the General Manager, and interacting with Vendors to ensure efficient data entry;
- Matching purchase orders to shipping invoices, including interacting with vendors for necessary information at the time of shipping, and keeping organized files and appropriate documentation;
- Attending all inventory counts to assist with correction of SKU data, maintaining local/outside vendor cost prices in Company systems, and issuing/collecting receiving sheets;
- Partnering with Department Managers/Buyers in order to provide accurate and timely reports associated with inventory counts, and ensuring a 99% Scan Rate;
- Flexibility in assisting with special events, merchandising, unloading containers and/or receiving as scheduled;
- Any other tasks as directed by the General Manager.

### **The skills required to be successful in this position include:**

- A High School diploma or equivalent;
- 3 years' experience in a retail system/inventory environment and with shipping methods;
- Must have excellent computer skills and the ability to work effectively with all levels of staff and management;
- Knowledge of tariff codes would be considered as an asset;
- Excellent organizational, verbal and written communications skills are essential;
- Must be flexible to work varied hours, especially during inventory counts and peak sales season or during special events.

Qualified applicants can apply online at [www.phoenixstores.bm](http://www.phoenixstores.bm) or by submitting a detailed cover letter and resume to: Human Resource Manager – The Phoenix Stores Limited, PO Box HM 826, Hamilton HM CX Bermuda or fax (441) 295-8794.

We thank all applicants for their interest, but only those being considered for an interview will be contacted. All inquiries will be kept in strict confidence.

**Closing Date: May 31, 2017**