



We are hiring...



***A Part Time / Full Time
Bookkeeping / Accounts Receivable & Payable
Clerk***

We are looking for an exceptional candidate to join our Accounts Department team.

Responsibilities will include and are not limited to:

- Primary responsibility - All aspects of Accounts Receivable Collections
- All aspects of Accounts Payables
- Liaising with clients concerning billing
- General bookkeeping duties

Required skills and experience:

- Must have minimum of three years' experience in a similar position
- Must be knowledgeable in QuickBooks and Microsoft Excel
- Must be able to perform well under pressure and be able to meet deadlines
- Must be punctual, reliable and trustworthy

Interested candidates should apply in writing no later than 5pm on September 8th, 2017. Please mail your resume with two reference letters to:

***BEST Shipping Ltd.
P.O. Box HM 335
Hamilton HM BX
Attn: R. Manders***

***Or email to:
rmanders@best.bm***

***Or hand deliver to:
BEST Shipping Ltd.
3 Addendum Lane
Pembroke HM 07
Attn: R. Manders***