DATA PROCESSING ASSISTANT

We are seeking a Data Processing Assistant who will be responsible for the processing and maintenance of all aspects of the inventory management systems such as receiving, editing, price changes, stocktaking and all other BRData related duties and similar software. Includes other daily office functions. This position reports to the Data Processing Manager.

Duties and Responsibilities
- Process overseas orders
- Customs clearance process
- Editing and entry of received goods through BR Data, Plum, ISS45, Excel
- Costing
- Process price changes
- Liaise with the Warehouse in reference to receiving
- Schedule shipping
- Track orders and invoices
- Any other job related duties as requested by management

Skills & Experience Required
- Advanced Excel skills required
- Experience with data processing systems
- Prior customs clearance experience would be an asset
- Must be detail oriented and pay close attention to accuracy
- Ability to properly handle confidential information of records
- Skilled at meeting deadlines in a team environment and working well under pressure
- Good time keeping / time management skills
- Excellent interpersonal and communication skills

Please provide a resume with past employment references to:

The Human Resources Department
P.O. Box HM 371
Hamilton, HM BX
Telephone: 292-2064
Email: hr@supermart.bm

Closing date for applications: May 14, 2018

The Supermart Ltd. is an equal opportunity employer