



requires

## **A RETAIL SALES COORDINATOR/OPERATIONS ASSISTANT**

We are seeking a highly motivated, passionate and dynamic professional for our Water Depot/Plumbing Shop. This retail outlet carries an array of water products and accessories, plumbing supplies and specialty products. This a “hands on” position that requires you to be flexible, be able to manage the day-to-day operations and to develop and direct a small team to ensure each transaction is handled in a respectful, courteous and friendly manner. The Company also operates a 24-hour vending machine for Pure Water and Pure Ice which is to be overseen. This role requires wearing varied hats and assisting in different areas of the Company. Plumbing and electrical knowledge and experience combined with mechanical skills to be able to advise and assist customers with solutions to problems are key.

### **DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- To lead, coach and motivate your team to maximize sales
  - To strive to improve the standard of customer service and satisfaction and oversee activities designed to drive sales volumes and improve the customer experience and to continually grow the retail business
  - Ensure the retail outlet/vending machine operates efficiently and is maintained to the highest standard
  - Effectively manage inventory, including selection and ordering of new/replacement inventory
  - Produce accurate forecast as required and provide regular revenue management updates to the Executive Committee
  - Assist with sales and marketing of all goods
  - Assist customers with the handling of heavy items such as 3 & 5 gallon water bottles, water coolers, water heaters, water pumps and pipe
  - Work extended hours if necessary
  - Other ad hoc duties as may be required or requested
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- University/College Degree or a demonstrable successful tenure in a similar role
  - Minimum of three (3) years previous experience in retail management and/or sales and marketing
  - Proven track record in building and developing a winning team
  - Excellent timekeeping and organizational skills
  - Strong verbal and written communication and interpersonal skills, to effectively interact with staff and customers
  - A friendly disposition and a smart appearance in company uniform
  - Ability to meet the physical requirements to safely and effectively perform duties including heavy lifting, unloading of containers, moving and storing products, etc. Ability to operate a Forklift is an advantage
  - Cash reconciliation experience and experience with computerized accounting systems relating to accounts receivable, cash receipts, purchase orders, and inventory control
  - Proficient with Microsoft windows applications and in particular the MS Office suite of software applications. Ability to build/ manage online ordering would be an asset.

Bermuda Waterworks Limited is an equal opportunity employer and offers a drug and alcohol-free work environment. The successful applicant is required to pass a pre-employment drug and alcohol screening prior to an offer of employment.

**Applications will be held in the strictest of confidence and must be submitted in writing with a cover letter, a detailed resume, two recent written employment references and any relevant certificates to:**

Human Resources Manager  
Bermuda Waterworks Limited  
P.O. Box 560, Devonshire DV BX  
Email:hr@bwl.bm

*Closing date: June 11, 2021*

**Only Bermudians, spouses of Bermudian and/or PRC Holders need to apply. No agencies please.**

**NOTE: Only applicants that are shortlisted will be contacted!**