

Hasco Imports is looking for the following position:

Ordering Coordinator:

The applicant will be required to assist customers and internal staff by placing online orders with suppliers. Will maintain container lists and tracking of shipments and payment of orders. Will assist customs clearance agent so knowledge of tariff codes is preferred.

Applicants must be computer literate, proficient in Excel, detail oriented, have excellent math skills, extremely organized, be able to multi-task, have the ability to correspond with clients both electronically and personally in a professional manner. This individual will also need to be able to perform administrative tasks as needed i.e., filing, answering the phone, customer contact and some special projects.

If you meet these requirements send your resume and references to lhassell@hasco.bm or PO Box SN 698, Southampton SNBX. Deadline for all applicants is February 25, 2022.