



Requires a

Full-time Service Representative for our Drive-thru operation

This is a Retail driven position that requires an engaging personality and cordiality!

The successful candidate will be a high energy, pro-active person who is fit and able to lift and carry full bottles of water weighing up to 45 lbs. each. The ability to carry two bottles at a time is essential. The post holder will be required to provide the highest level of customer service for bottled water sales, greet customers in a friendly manner and enter sales in a handheld device. Must be punctual, be a team player with a willingness to assist others in the completion of their tasks and have a strong work ethic. Must be able to work outdoors. A high level of numeracy is required together with computer literacy.

Duties & responsibilities will include but not be limited to:

- Meet and greet customers and serve them at our Drive-thru with the purchase of 3 & 5 gallon bottles of water and/or bottled water accessories or redirect as required
- Remove customers empty water bottles from their vehicles, inspect each bottle, verify the purchase and ring up the sale accurately using a hand-held computer
- Balance daily sales/cash, proofing computer printouts and settlements of credit and debit card transactions on a daily basis
- Maintain an accurate daily record of quantities of bottles of Pure Water received from the manufacturing plant and reconcile physical inventory of bottles on an ongoing basis
- Ensure that the Drive-thru area is maintained in a neat, tidy and clean condition at all times
- Must be flexible to assist in the bottling plant or with deliveries of bottled water if needed.

Required Skills, Experience & Attributes:

- Previous experience working in a service-oriented industry
- Excellent verbal and written communication skills
- An appreciation and provision of quality customer service
- High level of numeracy – must be able to add, subtract and do basic arithmetical calculations accurately without the assistance of a computer, (a test may be administered)
- Must be able to meet the physical requirements to safely and effectively perform the required duties
- Must be prepared to work with some exposure to water, noise, heavy lifting/moving, standing for lengthy periods and working outdoors in inclement weather
- Must be a team player
- Must be reliable, punctual and a good timekeeper
- Must be prepared to work a **forty- hour work week** including **EVERY** Saturday
- Work extended hours if necessary.

WORK SCHEDULE: (allowing time for daily cash out processes)

Saturdays 9am – 1pm (a four hour shift)

Monday – Friday 8am – 5pm (a thirty-six hour shift that includes a half-day off)

(Our Drive-thru is closed on Sundays and Public Holidays)

Bermuda Waterworks Limited is an Equal Opportunity Employer and is a drug and alcohol-free environment. The Company requires all successful applicants to pass a pre-employment drug and alcohol screening prior to an offer of employment.

All applications are to be submitted **in writing** together with a detailed cover letter and resume and two recent **written** employment references stating relevant experience to:

Human Resource Manager
Bermuda Waterworks Limited
P.O. Box DV 560
Devonshire DV BX
or e-mail: hr@bwl.bm

ONLY BERMUDIANS OR SPOUSE OF BERMUDIANS NEED APPLY!

Closing date: July 1, 2022

NOTE: only shortlisted applicants will be contacted.

No Agencies please.