



Receiving/Costing Clerk

Miles Market Ltd. requires the services of a Receiving/Costing Clerk for the back office, which is responsible for receiving & costing goods bought both locally and overseas. Ideally, this person will be primarily responsible for the following:

Responsibilities:

- Receiving, costing and pricing
- Ensuring prices in the system are accurate
- Distribution of a broad range of products to the retail sector
- Reconciling invoices for payment
- Inventory when required
- Train current staff in Customs clearance as well as all of the above

Requirements:

- Must have a minimum of 5 years experience in Receiving/Costing
- Excellent mathematical aptitude & reasoning skills
- Proficiency in Customs clearance which includes familiarity with tariff Codes & new Customs procedures.
- Experience with ICL and Storepoint Systems essential
- Proficiency in the use of Microsoft Office software
- Must have an Intermediate truck license
- Some heavy lifting required
- Excellent interpersonal and communication skills

Miles Market is an Equal Opportunity Employer and
has a Drug Free Workplace Policy
Pre-Employment Drug Testing will be Required

At least two (2) current written references are required.
Qualified applicants should apply in writing enclosing resume
references and/or certificates of qualifications to:

The Human Resources Administrator
P.O. Box HM 840, Hamilton HM CX
e-mail: dross@thewaterfront.bm
Closing date: Friday August 19th 2011