

# INTERNSHIP PROGRAMME OPPORTUNITY

## LOGISTICS ADMINISTRATIVE CLERK

Windward & Leeward Brewery Limited prides itself on being a preferred employer. We are “People Engineers” operating the People Conveyor through the re-shaping and re-tooling of people. We, therefore in collaboration with Sir Arthur Lewis Community College actually seek Interns for our organization. We are looking for a dynamic candidate for the position of Logistics Administrative Clerk.

### Position Summary:

The incumbent will be responsible managing telephone calls and messages, as well as a variety of clerical duties that support the Logistics Department.

### DUTIES AND RESPONSIBILITIES:

- To direct calls to the appropriate functionary in an efficient manner.
- Maintenance of a professional office at all times
- To efficiently file correspondence as needed
- To participate and adhere to safety, health and environmental policies of the Company.
- To undertake any other jobs assigned and when the need arises
- To conduct weekly stock counts
- To reconcile inventory

### Minimum Requirements:

- Final year student pursuing an Associate Degree in Business/Management Studies
- Proficient in MS Office (Word, Excel, etc.)

### Key Competencies:

- Accurate
- Initiative
- Team orientation
- Attention to detail
- Discipline
- Interpersonal skills
- Team-building skills
- Confidential
- Ability to meet deadlines
- Good communication skills
- Excellent customer service.
- Knowledge of office equipment.

***Interested candidates should apply to:***

Office of the Vice Principal  
Sir Arthur Lewis Community College  
The Morne  
Castries

Email: [wblinternship@apps.salcc.edu.lc](mailto:wblinternship@apps.salcc.edu.lc)



Closing date for applications is  
March 31st, 2018.

Only suitable applicants will be  
acknowledged

Must be eighteen years or older to  
apply