



SOCIAL MEDIA/MARKETING COODINATOR (Contract or Part Time)

- Execute a results-driven social media strategy.
- Develop and curate engaging content for social media platforms.
- Assist in the creation and editing of written, video, and photo content.
- Maintain unified brand voice across different social media channels.
- Collaborate with marketing team to create a social media calendar.
- Monitor social media channels for industry trends.
- Interact with users and respond to social media messages, inquiries, and comments.
- Review analytics and create reports on key metrics.
- Assist in the development and management of social media marketing and influencer marketing strategy.

Qualifications required:

- Should be able to demonstrate a portfolio of previous assignments and results
- Exceptional writing and verbal communication skills
- Ability to work independently and without supervision
- Sales & Marketing credentials are a plus

DELIVERY DRIVER-Part Time/On Call/Full Time

- Must have exceptional customer service skills
- Must be 25 years of age or older
- Must have a clean driving & police record
- Ability to drive stick shift and heavy vehicles is a plus
- Must be able to interpret shipping documents
- Must be able to lift at least 50lbs

DRIVER HELPER- Part Time/On Call/Full Time

- Must have exceptional customer service skills
 - Must be 18 years of age or older
 - Must be able to lift at least 50lbs
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ASSISTANT CUSTOMS BROKER

- Knowledge of international shipping protocols
 - Must be highly organized and pay strict attention to detail
 - Extensive knowledge of Customs clearance procedures and regulations
 - Successful passing of Bahamas Customs Broker exam is a plus
 - Previous experience in using the BESW system
 - College education a plus (e.g. Associate's degree)
 - Must be 25 years of age or older
 - Must have a clean driving record
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DOCUMENT COORDINATOR

- Provide the highest quality customer service to clients
- Create and ensure the accuracy of all shipping documents
- Prepare cargo manifests & AWB's for daily flights
- Maintain accurate hard copy and electronic records
- Establish and maintain a filing system for storage and retrieval of documents both electronic and hard copy
- Responsible for the coordination and distribution of all shipping documents within the organization

Qualifications required:

- ✓ Minimum High School diploma (Associate's Degree in business related field preferred)
 - ✓ Minimum of 1 year in office administration
 - ✓ Must be able to think quickly in a fast-paced environment
 - ✓ Exceptional writing and verbal communication skills, as well as organizational and interpersonal skills.
 - ✓ Ability to work independently and without supervision
 - ✓ Detail-oriented
 - ✓ Experience managing documents and files in a digital environment
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CUSTOMER SERVICE AGENT

- Respond to customer inquiries with full knowledge
- Sort and keep proper record of packages in office
- Assist customers with packages
- Ensure that the office is tidy and presentable
- Maintain accurate hard copy and electronic records

- Maintain a filing system for storage and retrieval of documents both electronic and hard copy
- Requisition and maintain inventory of office supplies
- Other duties as assigned by manager

Qualifications required:

- Minimum 1 year in office environment performing the functions as described
- Exceptional writing and verbal communication skills, as well as organizational and interpersonal skills.
- Ability to work independently and without supervision
- Experience managing documents and files
- Computer literate with working knowledge of Microsoft Office (particularly Outlook, Word, and Excel)

To successfully apply for any of the above positions, please apply at the link below: Applications without the required documents uploaded will be considered incomplete and will not be accepted.

<https://www.cognitofrms.com/PCLImports1/pclimports ltd employment application>

1. **Resume with cover letter addressed to hiring manager at PCL Imports Ltd.**
2. **Copy of academic achievements**
3. **Copy of recent photograph**
4. **Copy of driver's license for positions involving driving**
5. **Minimum of two (2) references**
6. **Copy of police record**

PHONE CALLS WILL NOT BE ACCEPTED