

**BAHAMAS POWER AND LIGHT COMPANY LTD.**  
**VACANCY NOTICE**



**VN.NO. 2023-87**

**CONSUMER CLERK – SAN SALVADOR**

A vacancy exists in the Company for the position of **Consumer Clerk** in the Family Island Division.

**The Position**

This job is located in the Family Island Division, responsible for providing consumer services in local Family Island operations. The job involves the performance of various consumer services tasks such as revenue meter installation, disconnections, reading, preparation of service orders, and maintaining customer accounts. Requires knowledge of the principles of electricity. Reading, mathematics, communication, and driving skills are required, and the job holder works under limited supervision.

**Duties include:**

- Preparing service work orders and monthly billings, and assisting with the collection of electricity bill payments;
- Maintaining consumer service account transactions and ensuring accuracy of records by detection of errors;
- Installing, reading, disconnecting, and reconnecting revenue meters;
- Preparing weekly bank deposits and conducting banking transactions;
- Performing a variety of other related duties such as answering telephones, and responding to consumer complaints and queries.

**Job requirements include:**

- High School Diploma and six months of work experience or equivalent
- Five (5) BGCSEs, including Math & English, with a grade of C or above
- The ability to operate a computer and standard office equipment.
- Excellent written and verbal communication skills, and arithmetic skills to prepare correspondence, project reports, and bank deposits, and also respond to consumer queries
- Knowledge of the principles of electricity, and computers (word-processing and spreadsheet tools, etc.) to install, read disconnect/reconnect meters, and maintain consumer records.
- A valid driver's license.

Interested persons should apply to [Afuture@bplco.com](mailto:Afuture@bplco.com) on or before: **January 05, 2024.**

**Only candidates meeting the criteria will be contacted.**