



CAREER OPPORTUNITY

Belize Electricity Limited (BEL) is the primary distributor and the only licensed public provider of electricity in Belize. Our Mission is to deliver safe, reliable, and sustainable energy solutions to enhance the quality of life and the productivity of enterprise and to support national development.

We are looking for a highly motivated, goal oriented, responsible, and committed person to join our team in the role of **Storekeeper** in the **Inventory & Logistics Department** of our **Distribution Services Division**.

Location: **Belmopan**

Duties:

1. Issuing of Materials

- Issue materials following the approved procedures.
- Responsible for recording the issues in the computer system, bin cards and on the hard copy document.
- Responsible for the proper labelling of the items that are being issued.
- Responsible for issuing the correct quantity of item requested.

2. Receiving of Materials

- Responsible for the receiving of the materials delivered to the Stores department.
- Ensure that the arriving materials are in good condition and acceptable for BEL'S use.
- Stock incoming materials on the shelves or compound.
- Check quantity of incoming materials against invoice or another supporting document.
- Record incoming materials using appropriate receipt forms and forward them to the main office.

3. Stocking of materials

- Properly stock indoor and outdoor materials.
- Properly identify materials by means of a bin card.
- Remove damaged materials from the shelves and reported to the Supervisor.
- Properly store materials from any possible damage while being on the shelf.

4. Packing and Loading of Materials

- Responsible for loading all vehicles transporting materials to load centers or job sites.
- Responsible for properly securing all materials on the vehicle to prevent them from falling while being transported.
- Responsible for all the documentation, which clearly identifies all the materials that are being transported.
- Report to the requestor of the goods of the transportation arrangement and delivery time.

5. Fuel Management

- Check all fuel and oil delivered at the compound
- Load and offload fuel following proper procedures.
- Responsible for the equipment used to handle fuel products.
- Check fuel quantity received against invoice for accuracy.
- Fill out and forward forms and receipts used in issuing and receiving fuel.

6. Environmental Control

- Assist in the management of the burnt oil as instructed.
- Assist in the management of the Biodegradable Cell as instructed.
- Manage all the oil spills that occur from the handling of equipment inside the compound.
- Responsible for reporting all spills.

7. Housekeeping

- Responsible for always keeping the store's main hall clean.
- Responsible for maintaining all outdoor materials neatly stocked.
- Keep the entire compound free from garbage and loose packing.
- Need to take care of all the tools available for the proper execution of the job.

8. General

- Perform other duties that are company related and assigned by the Stores Supervisor or his designate for time to time.
- Adhere to all safety practices as follows:
 - o Use of all the Personal Protective Equipment (PPE) as supplied by BEL.
- Always wear a hardhat on the main floor of warehouse and on the compound.
- Use of canvas gloves for the handling of materials.
- Use of latex gloves for the handling of fuels and oils.
- Always use protective eyewear while working on the main floor or on compound (except in the office).

Education and Experience:

- Associate Degree in Business Administration or its equivalent
- Minimum of 2 years working experience in storekeeping, inventory or record keeping

Required Skills/Abilities:

- Ability to drive large material handling equipment (indoor forklift, outdoor forklift, Crane Truck)
- Ability to operate small material handling equipment safely and efficiently (respooling machine, jack pallet, trolley)
- Basic proficiency using procurement, materials management, financial and requisition applications
- Working knowledge of the Windows Environment and Microsoft Office applications (Word, Excel, Outlook)
- Action and results-oriented with excellent collaborative skills for pursuing shared goals
- Ability to take initiative and exercise sound judgment, while maintaining high work quality
- Ability to meet deadlines in a fast-paced and changing environment
- Good oral and written communication skills

- Good interpersonal skills
- A valid Class B driver's license

Salary: In accordance with Company's salary structure.

Submit application letter along with curriculum vitae, copy of degrees and certificates and two (2) recent professional letters of recommendation to:

Email address: **career.opportunity@bel.com.bz**
Email subject: **Application – Storekeeper - Belmopan**
Addressed to: **Manager, Talent Acquisition and Development**
Deadline: **Monday, June 15, 2026**

Only electronic applications are being accepted at this time.

For more information or queries, call us at 227-0954 Ext. 2901.