



# 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 Company in the role of **Manager, Inventory & Logistics** in the **Distribution Services Division**.

**Job Location:** BEL Ladyville Stores Facility

## **Duties:**

- Oversee the proper implementation of work procedures, processes and policies to effectively manage the Company's inventory.
- Contribute to the development of inventory management and logistics strategies to support the achievement of Company initiatives and plans.
- Ensure that adequate stock levels of inventory materials and tools are maintained at its main and satellite warehouse compounds at all times.
- Consistently review and analyze inventory management practices and processes, identifying areas of opportunity for process improvement and automation to improve operational performance and ensure effectiveness against stakeholder needs and expectations.
- Implement and maintain an inventory tracking system for accurate inventory recording, management and movement and optimized inventory control procedures.
- Develop, track and report key functional metrics and performance indicators to measure and improve effectiveness.
- Work closely with client departments to realize effective and timely materials requirements planning in support of major capital projects.
- Establish relationships and liaise with suppliers, manufacturers and contractors who provide critical materials and transportation services.
- Consistently review and develop strategies to optimize transportation and logistics costs and efficiencies.
- Ensure that employees are adequately trained with respect to safe work procedures, organizational policies and inventory management processes.
- Lead, manage and coach direct reports and, set annual performance goals, conduct appraisals and performance feedback for the department on a regular basis.
- Prepare and manage yearly operating budgets to effectively carry out the functions of the department, ensuring budget targets are achieved.
- Ensure timely execution of the Company's health, safety and environmental action plan applicable to the department.

- Identify, manage, monitor and minimize risks, and implement effective controls for the processes and activities within the area of responsibility.
- Contribute to the updating of risk assessments for the Company's Enterprise Risk Management System and make recommendations for improvement to reduce risks.

**Education & Experience:**

- Minimum of Bachelor's degree in Supply Chain Management, Industrial Engineering, or Business Administration or a related discipline with suitable relevant working and supervisory experience
- Relevant certification in Inventory Management or Supply Chain Management would be an asset

**Required Skills/Abilities:**

- Service-oriented and customer-focused
- Excellent business acumen and communication skills, both verbally and written
- Strong leadership and coaching skills
- Analytical with problem solving and critical thinking skills
- Excellent interpersonal and collaborative skills
- Ability to organize, evaluate, and present information
- Proficient in the use of inventory management software (Microsoft Great Plains)
- Proficient in the use of Microsoft Office programs, including MS Word, Excel, Outlook, PowerPoint.

**Salary:** In accordance with Company's salary structure.

Submit application letter along with resume, copy of degrees and certificates and three (3) recent professional letters of recommendation to:

Email address: **career.opportunity@bel.com.bz**

Email subject: **Application – Manager, Inventory & Logistics**

Addressed to: **Manager, Talent Acquisition & Development**

Deadline: **Monday, May 29, 2023**

Only electronic applications are being accepted at this time.

For more information or queries, please call 227-0954 Ext. 2901 or 2902.