



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 **Storekeeper** in the **Inventory & Logistics Department** of our **Distribution Services Division**.

Job Location:

- Belmopan
- Independence
- San Pedro

Duties:

- Manage the issuing, recording, labelling, packing, and loading of materials using approved procedures.
- Receive materials, verify their quantity and quality and record and stock materials.
- Follow fuel management procedures when receiving fuel, verifying quantity, and loading and offloading.
- Operate assorted types of material handling equipment, including indoor and outdoor forklifts, crane trucks, small goods vehicles, or other similar equipment.
- Adhere to the Company's safety and environmental practices.
- Ensure stores and compound is clean and materials are stocked neatly.

Education & Experience:

- Associate Degree in Business Administration or its equivalent

Required Skills/Abilities:

- Basic proficiency using procurement, materials management, financial and requisition applications
- Working knowledge of the Windows Environment and Microsoft Office applications, including 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
- Possess good interpersonal skills

- In possession of a valid Class B driver's license

Salary: In accordance with Company's salary structure.

Submit application letter along with resume, 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**

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

Deadline: **Friday, June 2, 2023**

Only electronic applications are being accepted at this time.

For more information or queries, please call 227-0954 Ext. 2901 or 1415.