



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 highly motivated, goal oriented, responsible, and committed persons to join our team in the role of **Storekeeper** in the **Inventory & Logistics Department** of our **Distribution Services Division**.

Job Locations: **Belize City**
San Ignacio
Corozal
Dangriga

Duties:

- Manage the issuing, recording, labelling, packing and loading of materials using approved procedures.
- Receive materials, verify its quantity and quality, and record and stock materials.
- Follow fuel management procedure when receiving fuel, verify quantity and loading and offloading.
- Operate assorted types of material handling equipment including indoor and outdoor forklifts, crane truck, 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 and Experience:

- Associate's Degree in Business Administration or its equivalent

Required Skills/Abilities:

- Ability to efficiently operate material handling equipment safely
- 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, 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 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**
Addressed to: **Manager, Talent Acquisition and Development**
Deadline: **Friday, July 19, 2024**

Only electronic applications are being accepted at this time.

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