



Studley Park Enterprise Limited (SPEL)

EMPLOYMENT OPPORTUNITY STORES SUPERVISOR

Suitable applications are invited to fill the position of Stores Supervisor.

Job Summary:

The Stores Supervisor maintains inventory and supplies by receiving items from suppliers, storing items in the designated area, generates weekly/monthly reports and supervises Stores' personnel. The incumbent also ensures that the Stores is organized as per required standards to minimize Health and Safety risks.

Duties and Responsibilities:

- Plan, organize, supervise, and participate in daily operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
- Provide annual inventory information to the engineer/s; monitor rate of consumption of materials and spare parts; identifying variances of the items as ordered and implementing corrective actions.
- Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Maintains accurate records of files and inventory usage using the required software program.
- Other related duties.

MINIMUM EXPERIENCE AND TRAINING:

- Evidence of successful completion of Secondary School as evidenced by passes in at least five (5) subjects including CXC O-level Mathematics and English
- An Associate Degree in Management or related discipline will be an asset
- Training in Mechanical storekeeping
- Five (5) years of working experience in related industry

Submit a Cover Letter and Resume to info@spel.co.tt. Deadline for submission of applications is on or before Friday, April 23, 2021. Unsuitable applications will not be acknowledged.