

BAHAMAS POWER AND LIGHT COMPANY LTD.

VACANCY NOTICE



VN.NO. 2022-52

STORES CLERK

A vacancy exists in the Company for the position of **Stores Clerk**.

The Position

This job is located in the Stores Department-Supply Chain with responsibility for assisting the Department in processing requisitions. The job receives, records, and dispatches supply orders. Basic arithmetic, written and verbal communication skills, and computer skills are required. Requires a thorough working knowledge of Purchase and Inventory module of the H.T.E. environment. The jobholder works under general supervision and follows established guidelines and procedures.

Responsibilities of the position include, but are not limited to, the following:

- Processes stores requisition orders by receiving, recording, identifying and dispatching requested items;
- Logs daily transaction activities of requisitions. This involves capturing all relevant information (e.g., delivery truck license number, vendor name, quantity of items received etc.), and inspection of items supplied/delivered;
- Oversees packing and shipment of supplies to Family Islands. This includes packing, dispatching (itemize contents on department form), liaise with supervisor to prepare purchase order for shipment of same to destination, ensuring that shipping form have relevant shipping documents and purchase order, and reconciling packing slips upon receipt of items at Family Islands destinations;
- Performs a variety of other related duties, such as: assists with inventory activities and responds to requests made by management with regards to the daily operation of the department, and reports.

Job requirements include:

- An Associate Degree (Business Administration, Accounts).
- A minimum of one (1) year experience.
- Arithmetic skills to perform quantity conversions.
- Written and verbal communication skills.
- Computer skills to prepare requisition orders, correctly identify requested items, correctly label packages for shipment, and dialogue with internal and external customers.
- Knowledge of filing systems, product codes and inventory procedures.
- A thorough working knowledge of the Purchase and Inventory module of the H.T.E. environment.

Interested persons should apply to Afuture@bplco.com on or before: **February 15, 2023.**

Only candidates meeting the criteria will be contacted.