



TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

V A C A N C Y

STORES ASSISTANT - **COVE POWER STATION**

Applications are invited from suitably qualified employees for the above-mentioned position.

JOB SUMMARY:

Assigns and allocates work to subordinate personnel and ensures that material is properly handled and stored.

Issues and ensures the safe keeping of materials.

Checks materials received from local and foreign suppliers and informs the Assistant Warehouse Supervisor (formerly Assistant Storekeeper) of quantity thereof.

Prepares delivery notes and gate passes.

Supervises loading/unloading of Stores vehicles.

Assists with stock checking exercises.

Checks diesel tanks and lubricant tanks to ascertain the present level of fluids.

Drains diesel tanks of oily water.

Opens all necessary valves in preparation to receive diesel fuel.

Receives diesel and Castrol TLX oil for use in the Power Plant.

Prepares material stock requests (MSRs).

Operates lifting equipment in the loading/unloading of Stores truck.

Records the receipt and issue of inventory (spare parts, materials, PPE and miscellaneous supplies) using Wartsilla Inventory System.

Ensures the safe packing/unpacking of warehouse shelves.

Updates stock cards for non-stock items.

Performs other related duties as required by the job function.

EDUCATION AND TRAINING:

Five O' Level passes including English Language and Mathematics.

Certificate in Materials Management or equivalent qualification.

Computer Literacy.

KNOWLEDGE, SKILLS & EXPERIENCE:

At least one (1) year's experience in a similar or related job.

Sound knowledge of the Commission's Practices, Policies, Procedures and Routines as it pertains to the Stores function.

Sound knowledge of goods and materials purchased.

Good Communication skills and Calculative ability.

SALARY:

Grade 5	Minimum	-	\$15,754.00
	Maximum	-	\$15,976.00

Applications with accompanying résumé detailing qualifications and experience **MUST** be forwarded through the applicant's Head of Department to reach the Human Resources Officer - Recruitment & Selection **NOT** later than *Tuesday 6th February 2024*.

HUMAN RESOURCES DIVISION
January 30th 2024