



TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

V A C A N C Y

STORES ATTENDANT – SUPPLIES DEPARTMENT

Applications are invited from suitably qualified employees for appointment to the above position.

JOB SUMMARY:

Accepts the return of reusable materials accompanied by Stores Return Notes.

Distributes materials to crews and any other employee as directed.

Stocks material in bins, as directed.

Assists in carrying out physical checks of stocks.

Assists with the salvaging of used materials.

Cleans and tidies stores, as required.

Receives bulk and non-stock materials and verifies type and quantity with documentation and labelling and where these materials are allocated, also issues these materials when required.

Reduces bulk stock physically to replenish retail areas and provides written information on transaction to stores assistant.

Trains new employees in the Warehouse environment.

Provides technical support to Warehouse employees on material description allocation and receiving of materials.

Provides data on non-stock transactions to office personnel.

Performs other related duties as required by the job function.

EDUCATION AND TRAINING:

Three (3) G.C.E. 'O' Level or CXC (General Proficiency) passes including Mathematics and English Language.

Certification in Stores Management will be an asset.

KNOWLEDGE, SKILLS AND EXPERIENCE: At least one (1) year's experience in the Commission.

Knowledge of stores practices, policies and procedures regulations and ordinances.

Communication skills.

SALARY: Grade 2: \$76.93 per hour

Applications with accompanying résumé detailing qualifications and experience **MUST** be submitted 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