



ST. VINCENT ELECTRICITY SERVICES LIMITED VACANCY – STOREKEEPER

A vacancy exists within the Company for a reliable and detail-oriented individual to fill the position of Storekeeper. This opportunity offers the prospects of a rewarding and structured experience within the Stores Section of the Finance Department.

JOB SUMMARY

The individual will be responsible for receiving, issuing and ensuring the safe custody of company stock items. Duties include maintaining inventory records, adhering to company stores management procedures and coordinating warehouse activities to ensure accuracy, accountability and availability of stock.

QUALIFICATIONS & EXPERIENCE

- Candidates should have at least five (5) CSEC/GCSE O'Level subjects including Mathematics, English and Principles of Business or Accounting
- Three (3) years work-related experience

KNOWLEDGE, SKILLS & ABILITIES

- Strong organisational and record-keeping skills
- Proficient in the use of relevant computer applications and inventory management systems
- Working knowledge of stores and materials handling procedures

Applications, inclusive of Curriculum Vitae and contact information for two referees, should be submitted no later than **Friday 11th July 2025** addressed to:

Manager, Human Resources and Administration
St. Vincent Electricity Services Limited
P.O. Box 856
Kingstown
St. Vincent and the Grenadines
Email: personnel@vinlec.com