



The Jamaica Urban Transit Company Limited

seeks to recruit a

Stores Supervisor (Rockfort Depot)

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Diploma in Business Administration or equivalent qualification.
- Three (3) years working experience in a stores/warehouse including one (1) year at a supervisory level.
- Certificate in Inventory Management

CORE FUNCTION:

The Stores Supervisor will be responsible for performing general duties to include but not limited to overseeing and participating in activities involved in maintaining stocks of spare parts, materials and office products for use by the Depot.

The successful candidate should also possess:

- Sound knowledge of Accpac System.
- Sound knowledge of safety procedures.
- Strong supervisory skills.
- Excellent report writing skills and must be detailed oriented.
- Excellent human relations skills.
- Excellent oral and written communication skills.
- Proficiency in the use of Microsoft Office Suite.
- Knowledge of spare parts.
- Sound knowledge of inventory management.

Applications with detailed resumes should be sent by **November 11, 2022** to:

“Recruitment”
Jamaica Urban Transit Company Limited
Michael Manley Drive
P.O. Box 575
Twickenham Park
Spanish Town
Email: recruitment@jutc.com.jm

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