

TRINIDAD AND TOBAGO HOSPITALITY AND TOURISM INSTITUTE

JOB DESCRIPTION

JOB TITLE: STOREKEEPER

JOB SUMMARY:

Organized and detail-oriented storekeeper to manage all of the operations in our storeroom. In this position, you'll play a key role in the proper care and maintenance of our stock, including ordering, receiving, and managing inventory.

Duties and Responsibilities

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

Requirements and Qualifications

- Knowledge of proper inventory management
- Familiarity with standard concepts and best practices in a stockroom or warehouse environment
- Analytical mind with ability to make accurate mathematical computations
- Excellent written and verbal communication skills
- Competencies in data entry, analysis, and management
- Keen attention to detail and ability to effectively manage time
- Skills to operate common office equipment

Minimum Qualifications and Experience

- Minimum of a high school diploma or equivalent
- 2+ years of experience in storekeeping, inventory control, or recordkeeping
- Valid driver's license
- Physical ability to frequently lift and carry materials weighing up to 25 pounds, and occasionally up to 50 lbs