

VACANCY

Inventory Assistant

The Barbados Light & Power Company Limited (BLPC) is seeking applications from suitably qualified professionals to fill the position of **Inventory Assistant**. The Inventory Assistant will be responsible for assisting with all warehousing-related activities.

In this role, the successful candidate will be required to:

- Prepare duty free letters for courier shipment clearance.
- Perform all activities related to receipt, storage, issue and delivery of all spares, chemicals, and other inventory items and the completing and recording of all associated documentation.
- Maintain all inventory, storage areas and bonds in a clean, tidy, and organized manner in collaboration with the Supervisor.
- Perform forklift duties including manoeuvring and refuelling.
- Collect items/inventory from various locations and deliver to required destinations as required (on or off the Company's premises).
- Assist in stock counts at designated times for all stock categories.
- Assist with the creation of local Purchase Orders for inventory replenishment.
- Stuff and un-stuff all containers related to imports and exports.

Qualifications and Experience

- Achievement of passes in at least five (5) subjects at CXC General Proficiency Grade 2 or higher, inclusive of English Language and Mathematics.
- One – two (1-2) years' practical on the job experience in a stores/warehousing environment.
- Valid driver's license is required.
- Heavy duty or forklift license would be an asset.

Knowledge and Skills

- Knowledge of warehousing, purchasing and inventory management.
- Knowledge and understanding of environmental, health and safety rules, hazards, and controls.
- Strong interpersonal and communication (verbal and written) skills.
- Good organizational skills.

Remuneration

In return, we are offering an attractive compensation package, including Group Life Insurance, Medical Coverage and Group Pension.

Applications

Suitably qualified candidates should submit their applications via e-mail to blpc.careers@blpc.com.bb or via post addressed to:

The Manager, Human Resources
The Barbados Light & Power Company Limited
P. O. Box 142
Garrison Hill
ST. MICHAEL
Inventory Assistant

The deadline for submission is **Thursday April 2, 2026**. Please note that only suitable applications will be acknowledged. Information on the Company can be obtained from the website www.blpc.com.bb