



Requisition 058-23

**WATER AND SEWERAGE CORPORATION
CAREER OPPORTUNITY**

MANAGER III

**BUSINESS OPERATIONS DIVISION – STORES DEPARTMENT
(EXTERNAL ADVERTISEMENT)**

Applications are invited for a suitably qualified and experienced individual for the position of **Manager III** for the Corporation's **Stores Department**.

The principal duties and responsibilities of the position include but are not limited to the following:

1. Monitors the movement of incoming and outgoing supplies and materials from the WSC's central warehouse
2. Monitors fuel deliveries and usage at the Corporation's central pumping facility
3. Assess and determine inventory levels and re-order points
4. Ensures the security of equipment and supplies kept in the central warehouse and storage yard
5. Supervises store assistants in efforts to inspect and verify receipt of goods against purchase orders and issue requisitions
6. Oversees the recording of inventory activity in the WSC's financial management system
7. Organizes and supervises periodic inventory counts and reconciliation of inventory differences
8. Solves difficult problems associated with tracing purchase documents or partial shipments
9. Enforces Corporate and Department standard operating procedures
10. Supervises, directs, and evaluate staff in the Department and provides coaching and disciplinary actions as needed
11. Ensures that all workplace safety programs are implemented, supported, and strictly adhered to by all staff

Required Qualifications and Experience:

The successful candidates must possess the following qualifications and experience:

Must have a Bachelor's Degree in Business Management, Accounting, finance, or a related business discipline, plus five (5) years of experience involving recordkeeping, handling supplies and equipment, and supervising staff

Required Skills:

- Strong analytical
- Understand inventory control systems
- Knowledge of principles, methods, and legal requirements for purchasing
- Ability to communicate effectively both verbally and in writing
- Excellent analytical skills.
- Strong Interpersonal skills, problem-solving, and human relations skills.
- Ability to effectively lead a team.
- Ability to work well in a team-oriented environment and independently.
- Experience having worked with the AS400 computer system.
- Good Accounting and business management skills.
- Strong organizational and time management skills.
- Must be proficient in the use of computers, standard software (Microsoft Suite), and other information technology, that the Department utilizes.

Starting salary will be commensurate with qualifications and experience. Interested persons may visit our website at wsc.com.bs/career, for the pre-employment application and forward via email, along with their detailed resume and certifications to resume@wsc.com.bs, for consideration; attention **HR – Recruitment, Compensation & Benefits (RCB) Department**, not later than **January 31, 2024**.

Date Posted: January 15, 2024