



1894-5 Cleghorn Street | Belize City | Belize, Central America
Tel: 501-224-4158 | Email: sales@madisco.bz

Vacancy for Distribution/Sales Supervisor

Location: Belmopan

QUALIFICATION REQUIREMENTS:

MINIMUM REQUIREMENTS: Bachelor's Degree in Business. At least five years experience in Sales. At least three years experience in a supervisory position. At least two years experience in Warehouse and Distribution.

DUTIES AND RESPONSIBILITIES:

- Be accountable for all inventory and their movements at distribution center.
- Organize and supervise scheduled cycle counts. Prepare a written report for any discrepancies.
- Responsible for monitoring stock level and making sure to keep slow moving items, damages and expired goods to a minimal.
- Review inventory and recommend order quantities (using request list) for stock items to avoid shortages of stocked products.
- Coordinate the work schedule of all warehouse activities and personnel to facilitate all deliveries, storage and maintenance of inventory.
- Manage personnel based at the distribution center for the warehouse, delivery and administrative departments.

KNOWLEDGE AND SKILLS:

- Speak and write standard English, and communicate effectively, using clear, professional language. Spanish would be an asset.
- Professional attitude and appearance.
- Clean driving record and current driver's license—AB1.
- Good organizational and time management skills.
- Basic record keeping and clerical skills.
- Ability to work under pressure.
- Must possess a positive teamwork attitude.
- Must be mature and respond to guidance and direction effectively.
- Be adaptable and flexible with working hours.

KEY COMPETENCIES AND ATTITUDES:

- Candidate must have strong work ethics, leadership and organizational skills, be highly motivated and flexible.

Interested persons can send completed applications to vacancy@roesons.com

Subject: **MADISCO COMPANY LIMITED– Distribution/Sales Supervisor Belmopan (Your Name)**
Application forms can be obtained at <https://madisco.bz/wp-content/uploads/2019/08/MADISCO-Job-Application-Form.pdf>

Only short-listed applicants will be contacted for interview.

Deadline: December 31st, 2025