

Vacancy for Inventory Clerk

Location: Belize City

QUALIFICATION REQUIREMENT:

MINIMUM REQUIREMENTS: High School Diploma. One year experience in inventory or similar role.

DUTIES AND RESPONSIBILITIES:

- Perform stock counts daily in accordance with cycle count schedule prepared by the Inventory Control Clerk.
- Performs spot checks requested by the Inventory Control Clerk, Inventory Analyst or Inventory Supervisor.
- Assist Inventory Supervisor with weekly counts of cigarette and wine bond room.
- Review and prepares list of Damaged and Expired items on a monthly basis.
- Assist in the research, track, and resolution of inventory variances.

KNOWLEDGE AND SKILLS:

- Speak and write Standard English, and communicate effectively, using clear, professional language.
- Respond to guidance/direction effectively.
- Ability to communicate effectively with internal and external customers.
- Ability to work under pressure.
- Ability to multitask.
- Ability to pay keen attention to detail and prioritize tasks.
- Organizational and time management skills.
- Be adaptable and flexible with working hours.

KEY COMPETENCIES AND ATTITUDES:

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

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

Subject: **MADISCO COMPANY LIMITED– Inventory Clerk (Belize City) - (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: February 20th, 2026