

Job Title: **Shift Supervisor**

Reports to: Terminal Superintendent

Location: Belize City

**General Purpose of Position:**

Supervise the filling of tankers, discharge and loading of vessels, transfer of product between tanks and loading racks, and oversee Terminal maintenance and operations personnel.

**Key Responsibilities**

- Ensure full compliance with occupational health and safety policies and procedures.
- Review daily inventory movement reports to identify discrepancies or operational issues.
- Conduct daily facility inspections and recommend preventive and corrective maintenance.
- Prepare purchase orders and work orders in accordance with approved procedures.
- Coordinate and supervise maintenance activities with contractors.
- Supervise terminal staff, coordinate schedules, and participate in training and emergency drills.

**Job Requirements**

**Knowledge:**

- Degree in Electrical, Mechanical, or Industrial Engineering.
- Minimum of five (5) years' experience in industrial facilities related to maintenance, production, or industrial safety.
- Working knowledge of ISO standards is an asset.

**Skills & Abilities:**

- Proficiency in Microsoft Office applications.
- Strong leadership, organizational, and communication skills.
- Bilingual: English and Spanish.

**Competencies:**

- Proactive and willing to propose the continuous improvement of the facilities and processes applied in the plant
- Strong leadership skills
- Excellent written, oral, and personal interpersonal skills
- Phenomenal organizational drive
- Detail and task oriented
- Standout colleague