

Job Description: Inventory Analyst

Reports to: Terminal Superintendent

Location: Belize

General Purpose of Position

Lead and manage all aspects of terminal inventory control, ensuring accurate stock tracking, reconciliation, and reporting. Maintain effective oversight of fuel inventory, petty cash, customer receipts, daily collections, and related operational records to support financial accuracy, regulatory compliance, and operational efficiency.

Key Responsibilities

- Ensure compliance with occupational health and safety policies, procedures, and standards.
- Identify, assess, and mitigate workplace risks through appropriate preventive measures.
- Manage petty cash, including expenditure tracking, invoice verification, replenishment requests, and weekly liquidation reports.
- Issue customer receipts and maintain accurate records of all payments received.
- Prepare, reconcile, and monitor Daily Collection Control reports to ensure financial accuracy and accountability.
- Monitor fuel inventory through physical measurements, ticket tracking, and inventory reconciliation processes.
- Conduct random and targeted inventory verifications, including tank level and temperature checks, to validate inventory accuracy.
- Coordinate fuel export activities to other terminals and support seal procurement and related logistics.
- Prepare daily deposit summaries and ensure timely coordination of bank deposits.
- Maintain accurate inventory records and support inventory audits, investigations, and reporting requirements.
- Participate in scheduled training programs, emergency response exercises, and contingency drills.
- Perform other duties and special projects as assigned by the Terminal Superintendent.

Job Requirements

Knowledge & Experience

- Three to five (3-5) years of experience in accounting, inventory control, or stock management with demonstrated experience in inventory reconciliation, recordkeeping, and financial controls.
- Experience using JD Edwards or similar ERP systems for inventory management, inventory reconciliation, reporting, and transaction processing

Skills & Abilities

- Proficiency in Microsoft Office applications, particularly Excel, Word, and Outlook.
- Effective written and verbal communication skills in English and Spanish
- Strong numerical aptitude and attention to detail.
- Ability to analyze inventory data and identify discrepancies.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively within a team environment.
- High level of integrity, accuracy, accountability, and professionalism.

Competencies

- Analytical thinking and problem-solving.
- Integrity and accountability.
- Planning and organizational skills.
- Safety awareness and compliance.
- Customer service orientation.