



## ASCENSION ISLAND GOVERNMENT

### VACANCY NOTICE

# STOREKEEPER

**Total package value up to £21,820 pa**

**(inc. salary up of up to £11,130 pa, plus single status food and utilities allowances + housing and other benefits)**

### About the role

We're looking for a new member of staff to join our Stores team to deliver all of the daily operations undertaken in the department.

### What you'll do

You will carry out all the functions associated with Stores stock control, deal with customer sales and queries on a daily basis. You will also undertake stock and sales reconciliation. Duties will include processing of stock issues, invoices, cash sales and credit notes. You will manage the receiving, checking and safekeeping of goods received into the stores. For more information please take a look at the Job Description available via the link given below.

### What you'll bring

You will need first class customer service skills and be financially and computer literate with good knowledge of MS Office (knowledge of Sage accounting would be an advantage). You will need to have forklift operating experience and an appropriate licence. You will be required to unload freight and cargo as well as pack goods for onward shipment.

### What we offer

In addition to an annual salary of up to £11,130 (depending on experience and qualifications and taxable on Ascension), the role attracts a single status contract and the following allowances and benefits:

- Rent free accommodation (value of approx. £400+ per month)
- A single status food allowance of £3600 pa,
- An electricity allowance worth £938 pa
- A water allowance of £1,360 pa single status
- Relocation costs for your personal effects from your home country
- Shipment of a vehicle from the UK or South Africa
- One mid-contract return journey to your country of recruitment
- A gratuity payable on the successful completion of a 2 year contract
- 30 days' annual holiday (with additional 9 days public holidays)
- Free primary dental and medical care
- Free annual travel insurance

#### The appointment will be subject to:

- Satisfactory employment references
- Basic Criminal Records Check
- Satisfactory Medical Clearance

**Closing date:** 26 May 2023  
**Interviews:** Week of 29 May 2023, via Skype if off island  
**Start date:** As soon as possible.

For more information, a full job description, and to apply visit: [www.ascension.gov.ac/lifestyle-and-employment/working-here/](http://www.ascension.gov.ac/lifestyle-and-employment/working-here/)

If you have any queries about the role, email [recruitment@ascension.gov.ac](mailto:recruitment@ascension.gov.ac)