



ASCENSION ISLAND GOVERNMENT

Storekeeper (Accommodation)

Total package value up to £18,798.00 pa

(comprising salary up of up to £11,520 pa, plus food and utilities allowances, free housing and other benefits)

About the role

We're looking for a new member of staff to join our Stores team to assist the Team Leader with the daily operations in AIG's Stores and Accommodation.

What you'll do

You will carry out some functions associated with Stores including stock control, processing of stock issues and dealing with customer sales and queries on a daily basis, receiving and safekeeping of goods received into the stores. Duties will also include assembling and delivery of furnishings to AIG accommodation, preparation of accommodation including general cleaning of gardens and patios and carrying out minor DIY tasks in the Central Stores and Accommodation. You will be required to unload freight and cargo as well as pack goods for onward shipment. For more information please take a look at the Job Description available via the link given below.

What you'll bring

You will need customer service skills and some basic computer skills including use of Microsoft Word and Excel, knowledge of Sage accounting would be an advantage. You will need to have drivers licence classes A, B & J and recent forklift operating experience.

What we offer

In addition to an annual salary of up to £11,520 (depending on experience and taxable on Ascension), the role attracts a two - year single status contract and the following allowances and benefits:

- Rent free accommodation valued at up to £1,200 pa (taxable benefit)
- A single status food allowance £3,780 pa (taxable benefit)
- An electricity allowance paid in kind worth £938 pa
- A single status water allowance paid in kind worth £1,360 pa
- Relocation costs for your personal effects from your home country and assistance with shipment of a vehicle
- One mid-contract return journey to your country of recruitment
- A gratuity payable on the successful completion of the 2-year contract
- 30 days paid 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 and Dental Clearance

Closing date: **10 January 2025**

Interviews: **from w/c 13 January 2025 (via video call 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/

If you have any questions about the role, email: recruitment@ascension.gov.ac