

## **JOB DESCRIPTION**

**Position Title:** Warehouse/ Purchasing Agent

**Department:** Operations

**Reports To:** Lines Supervisor - Millersburg

**FLSA Status:** Hourly

**Education Requirements:** High School Diploma/GED required. An associate's degree in business preferred.

**Experience Requirements:** Computer knowledge including Microsoft package and electronic purchasing inventory system. Preferred previous experience in the electric industry. Required 3-5 year's experience in material purchasing and management. Commercial Driver's License CDL and tow motor certification preferred.

**Physical Requirements:** Ability to lift 75 lbs.

**Summary:** Warehouse/Purchasing agent maintains warehouse activities for both locations including managing inventory quantity of all construction material used in the daily operation of the Cooperative and contractors. Responsibilities include coordination of material purchasing with the Plant Accountant/Accounts Payable, receiving incoming freight including unloading material by tow motor, account for weights and measurements of all wire, disposal of salvage, rebuild and repair line equipment, and annual inventory. S/he schedules maintenance and cleaning of non-assigned Cooperative's automobiles. This position is also responsible for miscellaneous building and property maintenance including managing contracted services (lawn care, snow removal, generator maintenance, trash pick-up, etc.) Inventory, warehouse and facility premises are expected to be kept organized and clean at all times. In this position use of hand tools and power tools is required.

This position supplies line crews with materials on a daily basis and may be called upon to assist line personnel with the loading/unloading of transformers and other material when needed. This position may be called upon to deliver material to line personnel in the field, and assist the line supervisor with managing maintenance of vehicles.

Additionally, s/he is responsible for material returns, material shipping problems, backorders and resale items. Important to the success of this position is completing paperwork and computer entries documenting receipts and distribution of material to properly account for material transactions and assists the plant accountant by reconciling invoices with purchase orders issued. S/he receives sales representatives and maintains good communications and relations with the vendors as it pertains to the inventory, evaluates vendor services and recommends changes as needed to enhance the

cooperative's purchasing ability. Keeps informed of current developments in purchasing and the electric utility industry through literature, vendor contacts and communications with other utilities and conveys this information to the proper department managers to assure that the quality and cost of materials and supplies being purchased provide the greatest benefit.

Ability to work independently, organize, plan and prioritize work as well as document and record information properly are all key skills required. Strong interpersonal skills are a must to encourage feedback from employees regarding workability of material as well as negotiation skills with vendors.

This position must maintain a Commercial Driver's License (CDL) and a tow motor certification.

*This job description is no way state or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.*