

<b>Job Posting #:</b>	16BR02202026	<b>Posting Type:</b>	External
<b>Job Title:</b>	Storekeeper	<b>Grade/Classification:</b>	103/Non-Exempt
<b>Department:</b>	Blue Ridge Warehouse	<b>Location:</b>	Front Royal, VA

### JOB DESCRIPTION

#### OVERVIEW

The Storekeeper will receive and disburse as well as control the adequacy of the stock of normal supplies used in line construction and maintenance work and be responsible for checking the security of the main office, warehouse and storage areas.

#### ROLE AND RESPONSIBILITIES

- Help receive, issue and the sale of materials and supplies.
- Works from staking sheets to list materials on issue sheets to complete construction crew's jobs.
- Help maintain normal list of supplies needed.
- Work with the inventory software program and personal computers.
- Annual inventory, performs packing, crating and wrapping of outgoing shipments.
- Operations of forklift, backhoe, trailers, and other equipment necessary to complete assigned duties.
- Pickup/deliver material and supplies to other warehouses, to include another cooperative or IOU.
- Other duties as assigned.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A High School Diploma or GED (General Equivalency Diploma) required. Experience with supply chain concepts, inventory best practices and warehouse environments preferred. Experience with construction specifications, staking sheets, and material records preferred.

The ideal candidate will have a working knowledge of material system and staking sheets preferred. Ability to take construction specifications and break down into individual material items. Knowledge of inventory software programs preferred. Must have the ability to learn cooperative policies as it relates to material sales to employees and public. Must know the Cooperative safety rules that apply to this job. Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel and Word as required by job responsibilities.

Usually working within the general office building, warehouse and on the grounds. Occasional out of town technical seminars and conferences may be required. Must be able to work in all weather conditions and be able to lift and move heavy objects. Expected to be available in emergency situations. Must be willing to work long hours and subject to call 24 hours a day. Overtime is frequently required.

#### HOW TO APPLY

**Internal Applicants:** Interested parties should submit an internal application via the HR HUB OR resume via [rechr@myrec.coop](mailto:rechr@myrec.coop).

**Applicants:** Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #16BR02202026

**Deadline:** Monday, March 2<sup>nd</sup> @ 5:00 PM EST

**\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.**