



<b>Job Posting #:</b>	62BG10212021	<b>Posting Type:</b>	External
<b>Job Title:</b>	Storekeeper	<b>Grade/Classification:</b>	N/A
<b>Department/Group:</b>	Bowling Green Warehouse	<b>Location:</b>	Bowling Green, VA

### Job Description

#### OVERVIEW

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

#### ROLE AND RESPONSIBILITIES

- Performs receiving and issuing materials and supplies, turns in supporting documents to show receiving and disbursing.
- Works from staking sheets to break down construction units to issue materials and lists them on material issue sheets, also lists materials returned or and junked on appropriate sheets. Familiarity with REC specifications book.
- Assist in the security of warehouse, pole yard and main office buildings.
- Performs the arrangement of material and equipment in warehouse and on the yard for efficient storage. Has a working knowledge of general warehouse principles.
- Ensures orderly storage and cleanliness of warehouse, storage yard and the main office buildings.
- Performs a normal inventory list of supplies needed for the entire system including poles, hardware, meters, transformers, conductor, and any and all devices and materials as inventory drops below established levels.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A High School Diploma or GED (General Equivalency Diploma) required. The ideal candidate will have experience with supply chain concepts, inventory best practices and warehouse environments preferred. Experience with construction specifications, staking sheets, and material records preferred. Prior experience with an inventory software is preferred. Prior experience in general facility maintenance preferred.

Candidate must be able to effectively deal with a variety of people under different circumstances. Must be able to maintain adequate record keeping to confirm proper stock levels and ensure inventory control. Must be proficient with computers, have a high rate of accuracy in data entry and possess the competency to adapt to new technologies. Candidate will fill out material tickets and other documents clearly and concisely. Inspect deliveries for damage or discrepancies and report those to procurement for reimbursements and record keeping. Assist department in coordinating, communicating and completing facility requests with limited supervision. Must be able to give attention to detail and ability to effectively manage time. Must have a current Virginia Driver's license and be able to obtain a Class A CDL license if required. Must be able to operate forklift and dual wheel trucks with/without trailers. Perform other duties as assigned.

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 (a resume may be attached to the completed application) to the Human Resources Department. Resumes should be emailed to [rech@myrec.coop](mailto:rech@myrec.coop)

**Applicants:** Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID # **62BG10212021**

**Deadline: Sunday, October 31<sup>st</sup>, 2021 @ 5:00PM 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.