

Job Posting #:	65LO11052025	Posting Type:	External
Job Title:	Warehouse Supervisor	Grade/Classification:	106/Non-Exempt
Department:	Warehouse	Location:	Louisa, VA

Job Description

OVERVIEW

The Warehouse Supervisor 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 the checking of the security of the warehouse, garage and storage areas, and to pick up or deliver parts, material and equipment at the lowest possible cost to members of the cooperative in a safe and efficient manner. The supervisor will also manage those employees assigned to help accomplish the above.

ROLE AND RESPONSIBILITIES

- Supervise and help in the issuing and receiving of materials
- Keep daily records of fuel usage
- Supervise the maintenance of grounds and buildings
- Ordering of tools and equipment for Bowling Green office
- Make recommendations to purchasing agent of materials needed daily
- Utilize Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities
- Annual inventory, directs assignment of company numbers to new transformers and complete required records
- Must complete at least one (1) professional development activity annually
- Perform other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or GED (General Equivalency Diploma) required. Must complete at least one (1) professional development activity annually. Five (5) years of experience with construction specifications, staking sheets, material records and general warehousing.

Must have a working knowledge of material system and staking sheets. Must be able to take construction specifications and break down to material items. Must be familiar with REC policies as it relates to material sales to employees and public. Must have a working knowledge of building and grounds maintenance practices. Must have knowledge of Lawson, WMIS and other software for daily operations. Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.

Primarily working in warehouse and on storage yard. Must be willing and able to work in all weather conditions. Must be able to perform hard physical labor when necessary. This job, on occasion, will require lifting and carrying up to 125 pounds. Overtime is frequently required.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechhr@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #65LO11052025

Deadline: Wednesday, November 19th @ 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.

