



# JOB OPENING

RAPPAHANNOCK ELECTRIC COOPERATIVE  
FRONT ROYAL, VIRGINIA

## STOREKEEPER

Job Posting #: 69BR12032018

Grade: N/A

Job Classification: Non-Exempt

### EDUCATION:

High School Diploma or GED (General Equivalency Diploma) required.

### EXPERIENCE:

Experience with supply chain concepts, inventory best practices and warehouse environments preferred. Experience with construction specifications, staking sheets, and material records preferred. Prior experience in general facility maintenance preferred.

### JOB KNOWLEDGE:

Working knowledge of material system and staking sheets preferred. Ability to take construction specifications and break down to material items preferred. 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 be familiar with general light facility maintenance. 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.

### ABILITIES:

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, data entry and possess the competency to adapt to new technologies. 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.

### WORKING CONDITIONS:

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:

Resumes may be faxed to 540-891-5990 or emailed to [rechr@myrec.coop](mailto:rechr@myrec.coop) by 5:00pm on December 12, 2018. Include Job Posting #69BR12032018 in the subject line.