

A & N ELECTRIC COOPERATIVE

STOCKROOM ASSISTANT SPECIFICATIONS

EDUCATION:

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

EXPERIENCE:

Experience in basic accounting or inventory management preferred.

JOB KNOWLEDGE:

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 cooperative policies as it relates to material sales to employees and public. Requires knowledge of and familiarity with the National Electrical Safety Code (NEESC) and OSHA safety rules and regulations. Must have a working knowledge with inventory software programs. 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.

ABILITIES:

Must have ability and skill to:

1. Operate forklift and dual wheel trucks with/without trailers.
2. Fill out material tickets and other documents clearly and concisely.
3. Working personal computers.
4. Must be a U.S. Citizen and obtain a valid commercial driver's license within three months of hire.
5. Perform daily duties of Stockroom Clerk/Apparatus Technician in his absence, including, work with contractors hired by ANEC for miscellaneous duties.
6. Must be able to walk over rough and/or marshy terrain.
7. Must be able to hear verbal warnings.
8. Perform other duties as assigned.

WORKING CONDITIONS:

Usually working in warehouse, on storage yard and main office building. Must be willing and able to work in all weather conditions. Must be able to lift and move heavy objects up to 75 lbs. Overtime is frequently required. Also must be available to work weekends and holidays.