



Warehouse Manager

Prince George Electric Cooperative (PGE) is seeking a qualified Warehouse Manager to lead, deliver and manage all warehouse material and inventory for both PGE and RURALBAND according to established Cooperative procedures to accomplish desired goals. Under the direction of the Chief Financial Officer (CFO) & Senior Vice President (SVP), the qualified candidate will maintain and operate the warehouse in a safe manner and follow established safety practices to avoid injury or damage.

The Warehouse Manager will utilize personnel labor and other resources in a cost-efficient manner and promote and maintain a high level of quality, provide reliable service to the members we serve as well as be a resource for management to improve and support the mission of Prince George Electric Cooperative and RURALBAND.

Job Responsibilities:

- Obtain quotes, evaluate vendor efficiency through RFP/RFQ/PO/Blanket PO process to purchase materials, tool and equipment required for any construction, fleet and fiber business line. Be able to document and communicate (upstream, downstream and peers) on the potential solution approaches and recommended solutions for management of warehouse/inventory and purchases.
- Responsible for the critical interactions between accounting, engineering and operations group for material requirements and demand forecasting for purchases for appropriate inventory stock levels.
- Own the task of month end material closeout process to keep the inventory variance to a minimum.
- Responsible for creating purchase orders for the organizational needs.
- Responsible for creating, updating work orders for material changes/pick tickets for the construction jobs (as designed vs as built) by following the workflow processes in the ERP system.
- Your team will be the single point of accountability to receive the material into warehouse.
- Your team will be responsible for issuing additions, retirements, special equipment for property conversion records.
- You and your team will be responsible for safe and efficient organization of materials in the Warehouse.
- Follow work practices and procedures in accordance with the Cooperative's safety manual, Occupational Safety and Health Administration (OSHA) regulation, and Environmental Protection Administration (EPA) regulation.
- Support other departments in delivering materials to the job site and maintain general plant facilities and grounds.

- To study and maintain knowledge of the Cooperative's safety rules and follow the safety rules in performing duties. Participate in safety programs and make contributions that may be beneficial for the safety of fellow employees.
- This position requires lifting, standing, stooping, crawling and using ladders and work in difficult situations.
- To work with other employees as a team player.
- Performs all other duties as required.

Education:

- Minimum requirement of high school diploma is required or utility experience of 3+ years in utility or related industry managing the warehouse, inventory and material management processes.

Experience:

- Preferred with minimum of 5 years prior experience in design or construction of an electric distribution system.

Job Knowledge:

- Be familiar with RUS substation and distribution line design; construction, operation, and maintenance practices; industry safety practices; OSHA safety requirements; and the National Electrical Safety Code.

Must have the ability to communicate clearly, both orally and in writing. Must have good interpersonal and customer relations skills. Must have the ability to work independently to organize and prioritize work and meet deadlines. Must be a team player. Must possess a valid Virginia Driver's License.

If you are interested in this opportunity, please submit your resume to amiles@pgec.coop or apply on our website at www.pgec.coop/careers. Position will remain open until filled.

Prince George Electric Cooperative is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.