

DISTRICT WAREHOUSE CLERK

SOUTHSIDE ELECTRIC COOPERATIVE, INC. DINWIDDIE, VIRGINIA

Southside Electric Cooperative is looking for an experienced Warehouse Clerk to join our Eastern District team located in tranquil Dinwiddie, Virginia.

As a District Warehouse Clerk, you will provide prompt, efficient, and reliable service including, but not limited to: inspection of materials, supplies, and equipment at time of delivery; placing material in proper stock location; reviewing inventory stock levels regularly and preparing a list of items to be reordered; conducting bi-annual physical inventory counts; coordinating material releases with vendors; preparing material for shipment and delivery to other district offices; maintaining the warehouse and yard area in a neat, safe and orderly fashion; and providing the Accounting Department with accurate record of all materials and supplies handled. You take pride in maintaining accurate and timely records of all items received and disbursed and understand the importance of inventory control and accurate data entry within the district.

Qualified applicants have two years of experience in inventory control and/or RUS specifications for both overhead and underground construction materials. You have knowledge of computer software packages (preferably Microsoft Office and NISC), and are proficient and accurate in computer keying.

High school diploma or GED required. Must be forklift certified and have a valid Class A Virginia Commercial Driver's License or acquire one within three (3) months from date of hire. Must be able to meet the physical demands of the position.

At Southside Electric Cooperative, our Members are our first priority. Therefore, we are first responders when the lights go out. We are not intimidated by adverse situations – we know that extra hours will be necessary during emergencies. Like you, we are always ready to roll up our sleeves and get to work when the workload demands.

Southside Electric Cooperative offers a very competitive salary with an excellent benefits package in an amazing work environment.

Warehouse Clerks live or are willing to locate within sixty (60) minutes legal drive time of our Eastern District Office located in Dinwiddie, VA. We are conveniently located off Interstate 85 in Dinwiddie County, easily accessible from Prince George, Nottoway, and the greater Richmond and Tri-Cities areas.

HOW TO APPLY

The employment application and associated forms for the Warehouse Clerk position can be found on our website at sec.coop/careers and must be received by 5:00 p.m., Eastern Time, Friday, October 20, 2017 via email to sec.applications@sec.coop or fax to (434) 645-3202. You may also bring your completed application to the Southside

Electric Cooperative Headquarters Office located at 2000 W. Virginia Avenue, Crewe, VA. We regret that we are unable to accept applications or resumes by mail.

Special note for Google Chrome users: to save the completed form, press CTRL+P and change the destination to "Save as PDF".

Documents to establish identity and employment eligibility are required. Offers of employment are conditional upon a negative alcohol and controlled substance test.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status.

WE ARE AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.