

POSITION VACANCY NOTICE

Job Title: Material Clerk and Office Attendant

Location: Roby, Texas.

Position Grade: 6 Corresponding hourly wages \$21.52 - \$30.89 depending on experience.

Department: Accounting

Reporting Relationships: Reports to: Purchasing Agent; Directs: None

Position Summary: This position works with operations and engineering crews in dispersion of materials for the purpose of line construction and maintenance. Position is responsible for the distribution of materials, daily monitoring of inventory including but not limited to pole line construction, pole mounted hardware, underground hardware, and reconciling work orders against material pick lists.

This position is responsible for the cleanliness and order of the Roby office buildings and pole yards.

Job Requirements (Experience, Knowledge, Abilities and Skills): High school diploma required.

The successful candidate will grow in knowledge and understanding of:

- Line materials, assemblies, equipment, and RUS specifications.
- Knowledge of tariffs and Cooperative's transmission and distribution system.
- Ability to use computer software including Microsoft Office.
- Operation of forklift and various safety equipment.

The successful candidate will have the ability to:

- Be self-motivated with above average problem solving.
- Initiate social and business contacts.
- Organize and manage time and activities.
- Display sensitivity to the needs and concerns of others.
- Build and maintain positive, friendly, and supportive relationships within the organization.
- Convey willingness to help and provide service to others.
- Work at a fast pace to initiate deadlines and time frames for assignments, and to follow up closely with all delegated activities.

Must have and maintain a valid driver's licenses with a good driving record and be insurable under the standard rate of the current carrier.

Must be able to become certified in CPR and first aid.

Must have access to reliable transportation to and from work.

Deadline: January 31, 2022 at 5:00 p.m.

Note: Please submit application and resume at bigcountry.coop. Alternatively, application and resume may be emailed to hr@bigcountry.coop.