

# Job Posting

## Lead Warehouseman

Central New Mexico Electric Cooperative is hiring for a full-time Lead Warehouseman to join our organization. CNMEC offers competitive wages and an excellent benefits package

**Location:** Moriarty, NM

### Essential Duties and Responsibilities

- Unload or assist in unloading shipments.
- Inspect material received when delivered; verify and count material received; fill out receiving reports on material and enter data utilizing the computerized software and PC; route all paperwork to proper channels.
- Take inventory of supplies to ensure that materials are available in sufficient quantity and quality to enable the Cooperative personnel to render efficient and prompt service to the members.
- Assemble and issue materials as required by Cooperative personnel.
- Complete and process necessary forms to record inventory transactions on the computerized inventory and bar code system. These include pick list issues, credits, and retirements.
- Assemble, account for, and deliver materials to construction sites, field crews, members or storage sites as required.
- Ensure standards of safety are in place and followed for all tasks to include equipment use, material storage and building security.
- Oversee and direct the material counts for inventory to include identification counting and record keeping on the computerized inventory and bar code system.
- General maintenance and upkeep of the warehouse, office, and surrounding areas to ensure easy accessibility of materials and supplies.
- Employee is expected to perform all tasks accurately and safely.
- Will be the primary contact for any warehouse or inventory related questions or concerns.
- Assist in interviews and selection of personnel in the department.
- Ensures that other warehouse personnel are properly trained in accordance with the qualifications and requirements of their position.
- Performs other miscellaneous job duties as assigned.

### Minimum Qualifications

A high school diploma or GED is required plus experience in shipping, receiving and inventory. Must possess and maintain a valid New Mexico CDL Class A license with appropriate endorsements. Basic skills and abilities operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

**Please review the attached job description for more detailed information and the specific requirements.**

**To Apply:** Send resumes with a letter of interest to Suzy Edmonds at [suzy.edmonds@cnmec.org](mailto:suzy.edmonds@cnmec.org) or to PO Box 669, Moriarty, NM 87035.

**Central New Mexico Electric Cooperative is an Equal Opportunity Employer**