

# Job Posting

## Warehouseman

Central New Mexico Electric Cooperative is hiring for a full-time Warehouseman in our Mountainair Office.

### 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; number each transformer received and enter the nameplate data utilizing the computerized software and PC; and 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.
- Conduct 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, yard, office, and surrounding areas to ensure easy accessibility of materials and supplies. Tasks include keeping yard organized and free of weeds/trash.
- Employee is expected to perform all tasks accurately and safely.
- Performs other miscellaneous job duties as assigned.

### Minimum Qualifications

- A high school diploma or GED is required. Experience in shipping, receiving and inventory a plus. Must possess and maintain a valid New Mexico CDL Class A license. 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.**

Please send cover letter and resume 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**