

Job Posting

Warehouseman

Central New Mexico Electric Cooperative is hiring for a full-time Warehouseman in our Moriarty Office. Must possess and maintain a valid New Mexico CDL Class A license.

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.
- Shipping materials, returns, etc. as needed.
- 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 or to PO Box 669, Moriarty, NM 87035.

Central New Mexico Electric Cooperative is an Equal Opportunity Employer