

## **BENCO Electric Job Description**

JOB TITLE: Purchasing/Materials Coordinator  
DEPARTMENT: Operations  
REPORTS TO: Manager of Engineering and Operations  
FLSA STATUS: Non-Exempt  
DATE ISSUED/REVISED: September, 2017

### **GENERAL SUMMARY**

Purchase materials, supplies and equipment necessary for the construction, maintenance and operation of the cooperative's distribution lines and facilities. Receive, store and issue materials, supplies and equipment.

### **RESPONSIBILITIES**

- \* 1. Purchase materials, supplies and equipment necessary for the construction, maintenance and operation of the cooperative's distribution lines and facilities. Process requisitions, prepare material quotation requests, evaluate quotations, select vendors, and procure materials, supplies, equipment, and other items. Select vendors based on pricing, terms, delivery and past performance.
- \* 2. Accept deliveries of line materials, supplies, and equipment for the cooperative. Check in merchandise, matching purchase orders and packing slips to materials and equipment received. Examine for accuracy and damage. Assist with unloading deliveries manually or by forklift. Pick up materials and supplies from local suppliers when necessary.
- \* 3. Sort and store line materials, equipment, merchandise, tools and safety equipment in the cooperative's warehouse. Organize storage and work areas, maintaining efficient placement and organization of materials and equipment. Mark materials with identifying information as appropriate.
- \* 4. Issue line materials, equipment, merchandise, tools and safety equipment from the cooperative's stockroom and warehouse per requisitions, work orders and requests. Deliver material to the field when requested.

- \* 5. Perform periodic and annual inventory of materials and equipment. Monitor inventories to determine availability of materials and supplies needed for line construction and other work orders.
- \* 6. Coordinate material returns, warranty claims, material shipping problems, backorders, material test report records and payment approvals for material orders to expedite material delivery and use.
- \* 7. Perform shipping activities including preparing packages for shipping, selecting efficient shipping methods, and coordinating logistics.
- \* 8. Perform customer service functions for employees, other departments, members, vendors, and other individuals. Provide information and assistance, and research problems and initiate problem resolution. Interact in person, on the phone, and through written correspondence.
- \* 9. Stay abreast of the rural electric industry and cooperative goals and objectives. Maintain skills by reviewing publications, and establishing professional networks.
- \* 10. Keep a clean and organized warehouse.

\* Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **DIRECTION OF OTHERS**

None

## **JOB CRITERIA**

### Education and Experience

Knowledge is typically acquired through an associate's degree in business, operations, materials management, or related field from a vocational or technical school or a community college and 3 years of purchasing, warehouse, inventory, or materials management experience. A valid Minnesota Driver's License required.

### Job Knowledge

Knowledge of purchasing and materials management methods and processes.  
Knowledge of word processing, spreadsheet and database computer applications.  
Knowledge of office procedures and business English, spelling, and math.

## Skills and Abilities

Ability to operate a personal computer and related software. Business writing, editing, and proofreading skills. Ability to perform moderately complex mathematical calculations such as fractions, percentages and ratios in order to evaluate vendor quotes and material activity. Ability to collect data and compose reports. Ability to organize information and maintain files. Ability to effectively respond to questions from managers, employees, and vendors. Ability to transmit and discuss technical information in person and by phone. Ability to plan and organize work, handle multiple priorities and work with minimal supervision. Ability to operate a forklift. Ability to exercise discretion, maintain confidentiality, and use sound judgment. Ability to develop effective working relationships with managers, employees, members, vendors, contractors, and the public. May be required to lift, carry, push, pull or move up to 50 pounds.

## Working Conditions

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities and job criteria may change as needs evolve.