



# Sussex Rural Electric Cooperative, Inc.

A Touchstone Energy® Cooperative 

[www.sussexrec.com](http://www.sussexrec.com)

## EMPLOYMENT OPPORTUNITIES

### Warehouse Attendant

Sussex, New Jersey

#### Description

Electric Utility has an immediate opening for a warehouse attendant. Looking for individual with warehouse and material handling experience. Electric utility experience a plus. CDL driver's license is required.

Responsibilities include but are not limited to:

- Identify material and equipment used in line construction.
- Maintain records with a high degree of accuracy.
- Operate a computer terminal to purchase materials.
- Conduct tasks and duties with high degree of organization and orderliness.
- Coordinate tasks and duties with operations and accounting departments.
- Perform to the standards of the position with limited supervision.
- Receive, store, account for and issue material, tools and equipment in accordance with established inventory procedures.
- Observe all safety rules at all times.
- Performs monthly inventory test counts and makes necessary purchases in accordance with established inventory standards and procedures.
- Aid in taking the annual inventory.
- Perform minor maintenance and repair of cooperative equipment and facilities.
- Performs snow removal duties at the office facility and at the substations during regular and off hours.

#### Requirements

Warehouse and material handling experience

CDL Driver's License

#### Benefits

**Sussex Rural Electric Cooperative offers a wide range of comprehensive benefits including but not limited to:**

- Medical, prescription, dental, vision, life insurance for you and your family
- 401k plan with a match of 65% of the employee contribution up to 5%
- RS Pension plan
- 12 paid holidays
- Vacation, sick and personal time