

**Job Vacancy Notification**

**Department:** Purchasing

**Date:** January 25, 2024

**Position Job Title:** Warehouseman

**Pay Range:** Hourly

**Title of Supervisor:** Purchasing Agent

**Position Summary:**

- Warehouseman shall be responsible for the proper receipting of shipping and receiving at warehouse this includes (quantity, description, and date of all materials coming in and out of the warehouse)
- Daily stocking of shelves and the moving and rotation of stock to its proper location
- Keeping the purchasing agent informed on any material requirements for upcoming work assigned to GEA crews
- Checking out and bringing back of materials to GEA crews
- Entering the material used on work orders and service orders into the ABS accounting software
- General cleanliness of buildings at operations center and GEA properties
- Proper stocking of kitchen area (This includes coke machine)
- Responsible for quarterly exchange of PPE items including shipping and receiving
- Repair and maintenance of transformers. This includes moving to proper location , checking records for PCBs, pulling oil samples, sending samples off for testing, tagging transformers for shipment and loading transformers on repair truck
- Delivery of supplies to construction crews as needed

**Minimum Required Qualification:**

- High School Diploma or GED
- Computer knowledge (Microsoft office, word, and excel programs)
- General knowledge of GEA power system and equipment
- Effectively communicate and interact with fellow employees

**Interested candidates can apply by submitting a resume to [jobs@mygea.net](mailto:jobs@mygea.net) by Friday February 2, 2024.**