



## Barrow Utilities and Electric Cooperative, Inc.

PO Box 449  
Barrow, Alaska 99723  
Phone 907-852-6166  
Fax 907-852-6372

### JOB VACANCY ANNOUNCEMENT

**Position:** WAREHOUSEMAN I-EXPEDITER

**Reports to:** CFO

**Pay Range:** \$23.48-26.98

**Accepting applications until:** 5 p.m. on March 22, 2019

**FLSA Classification:** Non-exempt (Hourly)

**Status:** Permanent

**Expected Hours of Work:** Monday through Friday, 8 a.m. to 5 p.m. (40 hours/week).

**Reporting Relationships:** Reports to Warehouseman II and CFO, respectively.

**ESSENTIAL FUNCTIONS** (include but are not limited to the following)

- Responsible for performing and documenting receiving, expediting, stocking, materials inventory functions using established procedures and both paper and electronic methods.
- Responsible to cross-train and serve as backup to Warehouseman II/Purchasing Clerk position.

#### QUALIFICATIONS

- Skills and knowledge normally acquired through a high school diploma or the equivalent
- Ability to maintain a driver's license and pass a pre-employment tests including drug screening and alcohol test, hearing test, and physical fitness test
- Preferred: One years' experience in materials management, stocking, or warehousing

#### PHYSICAL REQUIREMENTS

- Able to lift and or carry up to 50 lbs occasionally such as materials and equipment. Reaching, handling, bending, climbing, pulling, feeling, talking, hearing
- Able to wear safety glasses, goggles, back support belt, safety shoes/boots, hearing protectors, and gloves in accordance with safety procedures

#### WORKING CONDITIONS

- Work outside under various weather conditions
- Some overtime and evening hours may be required
- Exposure to, but not limited to, weather, heights, noise, dust, vapors, fumes, hazardous materials, moving mechanical parts, and confined spaces

**Please note:** This vacancy announcement is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities, physical requirements, or working conditions that are required of the employee for this job. Duties, responsibilities, and activities may change at any time or without notice.

**To apply:** Send your Employment Application Form to Rebecca Lopez, CFO, [admin@bueci.org](mailto:admin@bueci.org), or deliver to the Central Office at 1295 Agvik Street, Barrow, Alaska. Applications are available in the Central Office or online at [bueci.org](http://bueci.org).

**EEO**