

## South River Electric Membership Corporation Job Description Accounting

Position Title: Director of Purchasing and Warehouse

Reports To: VP of Finance & Accounting/CFO

Supervises: Warehousemen (Dunn and Fayetteville)

### Objectives

The Director of Purchasing and Warehouse oversees the procurement of materials, vehicles (excluding mechanics), equipment, and supplies, ensuring timely acquisition at optimal price, quality, and delivery standards. This role manages centralized purchasing operations for the Cooperative, maintains accurate accounting for all materials, and directs warehouse operations to support continuous and dependable service for the electric distribution system.

### Responsibilities and Duties

- Provide input for development of annual budgets for the department.
- Plan and execute all purchases for the Cooperative, including materials, vehicles, equipment, and supplies.
- Solicit and review quotations from vendors, negotiating for the best terms.
- Develop and maintain effective relationships and communication with manufacturers, suppliers, and vendors.
- Issue all purchase orders for goods and services.
- Research and support special projects for other departments as needed.
- Coordinate and maintain a tracking system for issued items to departments.
- Monitor inventory levels, order, and distribute office supplies for all departments.
- Provide information on ordered materials and supplies to Warehouse personnel, and coordinate returns for repairs or incorrect shipments.
- Oversee day-to-day warehouse operations in accordance with established procedures.
- Oversee physical inventories and maintain purchasing records.
- Ensure quality and neatness of work performed, and provide information to auditors and financial consultants as needed.
- Report problems and conditions promptly requiring immediate resolution.
- Attend scheduled meetings and adhere to productivity, schedules, and deadlines.
- Perform all duties in accordance with safety standards and Cooperative policy manuals; report hazardous conditions as necessary.
- Complete annual personal and departmental goals assigned by management.

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- Conduct annual performance evaluations for all direct report employees.
- Perform related duties as assigned or necessary.

### Relationships and Contacts

Obtains and shares information or support needed to achieve departmental and cooperative goals. Maintains key contacts for effective coordination and communication.

- Internal: VP of Finance & Accounting/CFO
- External: Establish outside contacts to coordinate procurement and warehouse activities.

### Education

- Requires a bachelor's degree in business or related field. Related work experience may be considered in lieu of educational requirements if the ability to perform the position's responsibilities is demonstrated.

### Experience

- Past experience and/or training with inventory preferred, or equivalent combination of education and experience. Experience with a utility and understanding of cooperative operations is helpful.

### Abilities and Skills

- Basic knowledge of power line materials and their applications.
- Ability to communicate effectively with internal and external stakeholders.
- Strong decision-making and problem-solving skills, including the ability to handle diverse groups of people and multiple projects simultaneously.
- Proficiency in written and oral communication; ability to project a favorable image for the Cooperative.
- Ability to maintain confidentiality and demonstrate integrity.
- Basic computer skills and ability to operate a motorized vehicle independently.
- Must have neat and legible handwriting.
- Professional, dependable, punctual, courteous, positive, flexible, and self-motivated.
- Ability to adapt easily to change and work collaboratively as a team player.

### Physical Requirements

- Must pass a physical examination and drug test upon employment.

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- Ability to perform duties outdoors in adverse weather conditions (temperatures above 90°F and below 30°F, rain, snow, high humidity, etc.).

### Special Requirements

- Must possess a valid NC Driver's License and maintain an insurable driving record.

### Work Conditions

- Usual office working conditions with regular hours and occasional overtime.
- Majority of work performed indoors; normal office safety precautions and practices required.
- Position may require travel to acquire supplies.
- Regular work schedule is Monday through Friday.
- Must be available for callouts during emergency situations, day or night.

### Remarks

This job description outlines the general nature and level of work performed by the Director of Purchasing and Warehouse. It is not an exhaustive list of all duties, responsibilities, and skills required for the position. Management reserves the right to assign or reassign duties and responsibilities as necessary. This document does not represent a contract of employment and may be subject to change at the Company's discretion.

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_