

Job Posting | Storekeeper Fort Stewart, GA



JOB SUMMARY:

Issue, receive and process material for the warehouses at Fort Stewart and Hunter Army Airfield.

REPORTING RELATIONSHIP

Reports to: Warehouse Supervisor and/or Project Coordinator

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

High School Diploma or Equivalent
Valid Georgia Driver's License
Forklift Operator Certification

EXPERIENCE: One-year previous work experience

RESPONSIBILITIES:

1. Learn to issue material to construction crews as required by staking sheets for both Fort Stewart and Hunter Army Airfield.
2. Learn to record material issued to construction crews.
3. Learn to process material returned by construction crews.
4. Learn to release or post material used in construction.
5. Work with construction department and engineering department to reconcile differences in material estimated and material actually used.
6. Ensure that adequate stock is maintained in the warehouse.
7. Complete inventory at both Fort Stewart and Hunter Army Airfield.
8. Keep warehouse and material yards neat and orderly.
9. Receive material from deliveries.
10. Learn to process receiving reports from material deliveries.
11. Learn to read staking sheets.
12. Learn UPN.
13. Become informed of construction specifications.
14. Become familiar with RUS approved material list.
15. Support Company objectives without exception.
16. Complete the 40-hour Environmental Compliance Officers Course for the Dept of the Army.
17. Participate in Job Training and Safety meetings as required.
18. Participate in outages and emergencies as needed.
19. Participate in annual meeting as required.
20. Perform such other duties as required.

ABOUT CANOOCHEE EMC:

We are a member-owned electric cooperative providing electric service to ten counties. We provide our members with reliable power at the most competitive rates. And because we are locally owned and managed, we provide responsive, customer-focused service 24 hours a day, seven days a week.

Canoochee EMC is an Equal Opportunity Employer and a Drug Free Workplace
Cross Posted at Work Source Georgia – Job Order: 1287514