

MATERIAL CONTROLLER

SKILLS



Specialized Equipment



Observation



Safety



Hands-On



Problem Solving



Communication



EDUCATION

High School Diploma or GED and 1 year of experience

Experience with Windows-based PC spreadsheet, word processing, database and materials management software required. Warehouse, inventory management, supply chain management, electric system materials, accounting principles, and transportation alternatives experience desired

QUALIFICATIONS

Forklift certification

JOB DEMANDS

Oral & Written Communication • 67-100%

Problem Solving • 67-100%

Attention to Detail • 67-100%

Constantly Changing Workscape • 67-100%

Forecasting • 67-100%

SALARY RANGE

\$54,000 - \$77,000

TYPICAL DUTIES

- Move inventory and material by forklift and equipment operation for both loading and unloading in support of material delivery.
- Material handling will require time spent both in a warehouse environment and outdoor environment and subject to all weather conditions.
- Receive incoming materials delivered by carriers or NPPD trucks. Inspect materials for damage and file claims when material is damaged.
- Verify that orders are complete; generate received reports; and label and put material into inventory.
- Deliver material to customers when requested.
- Print inventory cycle count sheets, count inventory, review inventory counts, and reconcile cycle count discrepancies.
- This position supports all of NPPD operations and will assist with coordination of the statewide re-supply program as requested.