

Blue Ridge Electric Cooperative, Inc.
Job Opening (Pickens Division)
Material Inventory Associate
May 23, 2025

Blue Ridge Electric Cooperative, Inc. is accepting applications for the position of Material Inventory Associate in our Pickens division. This position will require the successful applicant to provide his or her own transportation to and from the required work site. If you are interested and qualified, please contact Human Resources at humanresources@blueridge.coop or Taylor Lovinggood at extension 8273. The job requirements for this position are as follows:

1. Must be able to understand and comply with the rules and regulations of the BREC Safety Manual.
2. Possess a High School Diploma and a valid South Carolina Driver's License.
3. Possess and maintain a professional appearance that is accepted by the cooperative.
4. Regular work hours are Monday through Friday 7:00AM – 4:00PM. Must also be willing to work scheduled night, weekend, and holiday duty as well as emergencies when requested, 24-hours per day, seven days per week.
5. Support the Cooperative's objectives, plans, and programs. The successful applicant should be able to work both in a team environment and individually with other employees and the public as well as other departments when required.
6. Safely operate forklifts or willing to be trained.
7. Learn all material items and daily operations within the warehouse. This includes processing work orders, accurately filling jobs, pulling all miscellaneous items and supplying material as requested.
8. Learn and train with inventory software, accurately manage inventory and process all workflow within the warehouse and receive all materials into inventory.
9. Learn inventory ordering procedures. Accurately receive all shipping and receiving and delivering items to respective departments when applicable.
10. Keep all warehouse areas clean and tidy each day. This includes sweeping, moping, trash cleanup, keeping warehouse offices and warehouse bathrooms clean. Also includes keeping all warehouse material orderly, clean and free of all trash and debris.
11. Meet the physical demands of the job such as standing, lifting, pushing, pulling and moving heavy material as needed.
12. Efficiently operate Windows Office software.
13. The successful applicant will be willing to work under a 90-day trial period.