Description

Service Coordinator & Purchasing Agent

Daviess-Martin County REMC

Daviess-Martin County REMC (DMREMC) located in Loogootee, Indiana is seeking a qualified applicant to fill the position of Service Coordinator & Purchasing Agent as a result of a planned retirement which will occur in the first quarter of 2016. DMREMC is an electric distribution cooperative serving approximately 8,000 meters in portions of the south-central Indiana counties of Daviess, Martin and Lawrence. This rural electric cooperative is seeking an experienced leader to fill this important position. This is a great and exciting opportunity for a hard-working, focused individual who likes to work with people to bring out their potential.

Major responsibilities include purchasing goods and services for the cooperative, directing and managing the purchasing functions, negotiating contracts for goods and services, during times of power outages as a result of storm events – to coordinate and dispatch line repair crews, assist with the monthly power billing administration, create, track and close service and work orders as it relates to the accounting processes of the utility as well as reconciling monthly expenses in accordance with established policies, procedures and plans.

Preferred candidates will possess the qualifications listed below and be able to provide advice and input on best practices in purchasing based on knowledge and proven experience.

Unless extended – all applications must be received on or before November 2, 2015. Interested and potentially qualified applicants should apply electronically by filling out the linked application for employment and submitting it along with a resume and three (3) references via email to Theresa Showalter: tshowalter@dmremc.com

MINIMUM QUALIFICATIONS

EDUCATION: A bachelor’s or master’s degree in accounting, finance or other related field is preferred but, not mandatory. Prior experience, especially in an electric utility environment along with an associate’s degree and/or other credentials may be substituted.

EXPERIENCE: Minimum of ten (10) years work experience in a purchasing or administrative environment coupled with a minimum of five (5) years supervisory experience. Experience with a rural electric distribution system is preferred.
PERSONAL & POSITION QUALIFICATIONS:

A. Must be capable of independently performing the management functions
   associated with: purchasing, inventory control, receiving, billing, budgeting,
   planning, organizing, staffing, directing, coordinating, and controlling the
   purchasing operations and activities of the electric cooperative and following
   company policies.

B. Must perform regular reviews and analyses to determine methods for improving
   departmental functions.

C. Must have the ability to communicate effectively with management, employees,
   members, and others.

D. Must be able to work effectively on a daily basis with a variety of individuals.

E. Must represent the cooperative in a very professional manner and maintain a
   high level of professionalism in all aspects.

EOE: Minorities/Women/Disability/Veterans