



Elkhorn Rural Public Power District  
PO Box 310, 206 N. 4<sup>th</sup> St. Battle Creek NE 686715 Ph: (402) 675-2185  
**Warehouse Coordinator – Battle Creek**  
**1 Position**

**Job Title:** Warehouse Coordinator

**Department:** Operations

**Reports To:** Operations Manager or Assigned Supervisor

**FLSA Status:** Full-Time Non-Exempt

**Job Function**

This position is responsible for providing support for the District's construction and maintenance activities by receiving, issuing, charging, and maintaining materials and equipment, and assists in maintaining inventory control of materials. Also responsible for coordinating and controlling the procurement of operating material, supplies, equipment and tools. Represents Elkhorn Rural Public Power District to customers.

**Education:**

High school diploma or equivalent and three years of experience; associate degree (A.A.) in business or equivalent from a two-year college and two years related experience, preferred; or equivalent combination of education and experience.

**Competencies**

1. Teamwork Orientation
2. Organization/Project management
3. Communication/Negotiation
4. Problem solving/Analysis
5. Decision making
6. Customer focus

**Requirements**

1. Must be able to complete reports and maintain accurate records.
2. Must be able to learn materials utilized in distribution, transmission, and underground line construction and maintenance.
3. Knowledge about the RUS Uniform System of Accounts preferred.

**Salary range:** \$31.00 - \$38.00



Job description and application are available online at <https://erppd.com/about-erppd/career-opportunities/> or use the QR code to the left.

Please submit cover letter, resume and application by **Friday, September 15, 2023**, to Jennifer by email at [jadams@erppd.com](mailto:jadams@erppd.com)