

HELP WANTED

PURCHASING/STORES/UTILITY

Cornhusker Public Power District in Columbus has an opening for a **PURCHASING/STORES/UTILITIES SUPERVISOR. PURCHASING/STORES/UTILITIES SUPERVISOR.** Position is responsible for:

- determining and purchasing the materials required for the construction and maintenance needs of the district and its vehicles
- selects vendors and procures material
- maintain and control purchase orders with approval
- develop bid documents, evaluate vendor service levels, and approve quality of items purchased
- review purchase requests and invoices for compliance and payment
- establish and maintain relationships with distributors of material and services to ensure availability as CPPD's needs arise
- contribute to team effort to ensure the inventory of material is correctly recorded and accounted for.

PC based computer skills with knowledge of database and spreadsheet programs is required. Will be cross trained and work closely with the stores position and will serve as backup when needed. Supervise the stores position to ensure duties are completed in a timely, efficient, and accurate manner. Excellent company with great people, pay, and benefits.

For more information, please go to

<https://cornhusker-power.com/job-opening> or email jacquehf@cppd.us.

Cornhusker Public Power District is a Drug-Free Workplace and is an Equal Opportunity Employer.