



Barrow Utilities and Electric Cooperative, Inc.

PO Box 449
Barrow, Alaska 99723
Phone 907-852-6166

Job Description

Job Title:	Materials & Inventory Specialist	Supervises:	Non-Supervisory
Division:	Purchasing & Warehouse	DOT Safety Sensitive:	No
Reports to:	Purchasing & Warehouse Manager	FLSA Status:	Non-exempt, hourly
Union status:	Non-Union	Date:	February 2, 2026
Status:	Full-Time, Permanent	Work Schedule	Monday – Friday 8am – 5pm
Pay Grade	3	Salary	\$32.32 hourly DOE

Summary:

The Materials & Inventory Specialist supports the Purchasing & Warehouse Manager by performing purchasing support, receiving, inventory tracking, and day-to-day warehouse operations for the Cooperative. This position helps ensure materials and equipment are received, stored, issued, and documented accurately to support operations.

Essential Duties and Responsibilities:

The duties include but are not limited to the following:

Purchasing:

- Prepares, creates, and issues purchase orders; obtains multiple quotes from vendors and routes quote comparisons and recommendations to the Purchasing & Warehouse Manager.
- Supports the purchasing process from purchase requests to order placement, including shipment tracking and ensuring timely delivery.
- Communicates with vendors and carriers to support accurate order fulfillment, shipping documentation, and delivery timelines.
- Tracks all orders in progress and follows up with vendors and carriers to resolve delays or issues in transit.
- Confirms delivery of all purchased goods to the Cooperative; verifies receipt and ensures proper documentation is completed and filed.
- Maintains accurate paper and electronic records related to purchasing, inventory, receiving, and warehousing (NISC iVUE, spreadsheets, and other approved systems).
- Expedites priority orders and communicates purchasing and shipping updates to internal departments to support operational needs.

Inventory Control:

- Performs and documents receiving, expediting, stocking, issuing, and materials inventory transactions using established procedures and both paper and electronic methods.
- Verifies packing lists and receipts to ensure correct receipt of items and conformance to purchase orders and specifications, reports discrepancies promptly. Distributes and picks up supplies, equipment, and mail; assists with loading and unloading freight.
- Completes required paperwork, including shipping and receiving forms and delivery logs.
- Maintains an orderly warehouse and storage areas with proper labeling, organization, and identification of stock and equipment.

- Disassembles, records, and restocks returned and retired materials to inventory units; adjusts or repairs to items carried in inventory as appropriate.
- Assists the Electric Distribution Superintendent with issuing and receiving Electric Department's rubber goods for periodic testing and maintains associated recordkeeping.
- Maintains recordkeeping and supports proper storage for repair of failed equipment; arranges pickup/delivery/receipt for repair.
- Handles hazardous materials as required, including hazmat/chemicals receiving, storage, tracking, and local delivery in compliance with safety requirements.
- Performs general housekeeping of the warehouse, central office, and grounds; shovels snow around entryways to Main Office building.
- Drive Cooperative pickup to expedite deliveries and complete local pickups.

Other duties:

- Assists with maintaining inventory levels and supports on-time availability of materials for Cooperative operations.
- Maintains accurate purchasing, receiving, and inventory records; ensures documentation is complete and properly filed in approved systems (NISC iVUE, spreadsheets, and other approved systems).
- Ensure materials and equipment are properly received, stored, issued, and tracked to support electric and natural gas operations.
- Provides quarterly inventory audit counts and documentation; enters inventory counts and transactions into approved systems and routes adjustments to the Purchasing & Warehouse Manager for review/approval as needed.
- Supports reconciliation of inventory to accounting records and assists in resolving inventory issues in collaboration with the Purchasing & Warehouse Manager.
- Acts in the capacity of the Purchasing & Warehouse Manager during absences and serves as the primary point of contact for all purchasing and warehouse functions; keeps work moving and escalates approvals and critical decisions to the CFO as required.
- Works seasonal overtime during barge season as needed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of logistical material handling and inventory management.
- Knowledge of purchasing and supply chain systems.
- Knowledge of Microsoft Office Suite applications.
- Knowledge of using personal computers.
- Knowledge of supply chain and logistics principles related to material handling, inventory control, and warehouse operations.
- Skill in operating warehouse machinery or equipment such as postage machine, handheld radio, flatbed, and loader.
- Ability to establish and maintain effective oral and written communications, and working relations with co-workers, other employees, and representatives for other outside establishments or cooperatives.
- Ability to lift up to 50 pounds regularly.
- Ability to perform basic arithmetic operations including addition, subtraction, multiplication, and division using whole numbers, fractions, and decimals.
- Strong organizational skills with attention to detail in submitting reports, maintaining records, and demonstrating expertise in purchasing, logistics, and supply chain management.

Education, Experience, Certifications, and License Required:

- High school diploma or equivalent
- Three years of experience in materials management, logistics, supply chain, and warehouse operations. (Preferably within a multi-utility environment (electric, natural gas, water.))
- Valid Alaska driver's license with a satisfactory driving record.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.
- Must pass pre-hire physical examination.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit, climb, balance, stoop, kneel, crouch, and crawl.
- Communicate clearly by radio and phone.
- Ability to lift and or carry up to 50 lbs occasionally such as materials and equipment.
- Regularly required to stand, hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear.
- Able to wear safety glasses, goggles, back support belt, safety shoes/boots, hearing protectors, and gloves in accordance with safety procedures. Requires wearing personal safety equipment (steel toed boots). Ice spikes should be worn on shoes during winter when outside.
- Requires hearing within normal range, hearing aids are permitted.
- Requires vision within normal range, corrective lens are permitted. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies from moderate to high.
- Occasionally works in outside weather conditions including extreme cold and darkness.
- Exposure to, but not limited to, weather, heights, noise, dust, vapors, fumes, hazardous materials, moving mechanical parts, and confined spaces.
- Some overtime and evening hours may be required.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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