

Storekeeper

Formed in 1902, HG&E is a municipally owned utility that provides electricity, natural gas, and fiber optic internet services to over 18,000 customers. Our mission to our customers is simple: “We will provide competitive energy rates, reliable service, and excellent customer service”. We are currently looking for a qualified candidate to fill a vacancy.

DUTIES:

Under general direction of Procurement Supervisor, charge of a storeroom, warehouse, stockroom, store yard or any type of storage area. Performs manual and clerical duties involved in the receipt, storage, custody, maintenance and distribution of supplies, materials, and equipment. This position also includes duties such as requisitioning or procuring replacement stock, maintaining inventory control systems and related work as required. Oversee the receipt, storage, control, requisitioning, security and disbursement of supplies and materials. Maintain and control physical inventory of materials and supplies used in the operation and maintenance of the gas, electric, hydro, administration, and telecommunication divisions. Determine size of the order which gives maximum economy in purchasing any material and ultimately contributes towards maintaining the materials at the optimum level and at the minimum cost. Responsible for one or more off-site locations. Maintain inventory documentation, auditing of materials and frequent communication between suppliers and internal personnel. Perform clerical and administrative functions. Assist Supervisor in special projects, researching, and evaluating requests for quotes. Able to bend, lift, push, pull up to 50 lbs. and climb ladders with reasonable accommodation if necessary. Able to complete 2-year Training Program. Perform other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS & REQUIREMENTS:

- Associate's Degree in Business or related field.
- Minimum of two (2) years' experience in procurement or materials related work.
- Experienced in procurement and/or material management software.
- Familiarization with requirements of Mass. Dept. of Public Utilities.
- Familiarity with inventory control and procurement standard practices.
- Proficient with PC's using MS Word, Excel, and email.
- Ability to perform physical requirements of the position.
- Exceptional written and verbal communication skills.
- Valid Driver's License with good driving record and able to obtain MA Class 1C Hoisting License.
- Regular and reliable attendance.

PREFERRED ENTRANCE QUALIFICATIONS (IN ADDITION TO ABOVE):

- Four (4) years' purchasing/inventory related work experience.
- Bachelor's Degree in Materials Management, Procurement or related field.
- Modern inventory/purchasing procedures.
- Knowledge of Massachusetts General Law (MGL) Chapter 164 Sections 56A -56D.

PAY RANGE:

- The starting rate is \$33.68 and candidate will be placed on a 24 month training program

REMARKS

Must be able to pass pre-employment physical, drug screening, and criminal background check. This is a Guild (union) position therefore compensation is based on the CBA.

TO APPLY:

Please submit a resume and cover letter with a completed HG&E application to: humanresources@hged.com, on or before **November 8, 2025**. Visit www.hged.com for application.