

**Purchasing Assistant** - REA Energy Cooperative, is seeking a Purchasing Assistant. Successful applicant will be working out of our Indiana, Pennsylvania office.

**Responsibilities Include, but not limited to:**

- Assist the Purchasing Manager and storekeeper in maintaining sufficient inventories of materials and special equipment.
- Produce and receive Purchase Orders, confirm materials are correct and received appropriately.
- Schedule and monitor the progress of orders, deliveries, returns and backorders.
- Evaluate and/or assist with the evaluation of new products and services.
- Dispatch duties will include identifying and determining validity of outages, assist line crews by providing information through outage management system and monitoring location of all crews working throughout service territory.
- Act as a liaison between line crews in the field and the cooperative.

**Qualifications Include:**

- Associates or bachelor's degree in Business, Supply Chain or Purchasing concentration.
- Strong organizational skills, be able to prioritize and perform multiple tasks and projects simultaneously.
- Strong proofreading skills and attention to detail required.
- Strong knowledge of computers and software programs (Microsoft Office, Adobe, etc.).

REA Energy Cooperative, Inc. was formed in 1937 to provide reliable electric service at an affordable price for rural residents in Western Pennsylvania. We rely on our employees to provide reliable electric service in the safest manner. We empower our employees to provide a safe-work environment, through training, communication, and Safe Work Practices.

REA Energy Cooperative, Inc. is an equal opportunity employer. We value our employees and recognize that they are one of our greatest assets. REA Energy provides competitive pay, company-sponsored pension program, 401(k) plans with employer contributions, medical and dental insurance programs, and life insurance. To apply, please send resume and cover letter to [hrinfo@reaenergy.com](mailto:hrinfo@reaenergy.com) or by mail to Human Resources, PO Box 70, Indiana PA 15701.