

# **Mt. Wheeler Power, Inc.**



Is now accepting applications for the full-time position of a

## **Purchasing Agent/Engineering Planner**

in Ely, NV

This position is primarily responsible for all purchasing related activities and to provide planning and administrative support for the engineering department.

The primary responsibilities include:

- Ordering & maintaining sufficient inventory of materials/equipment
- Create and complete purchase orders and maintain records
- Research new products and resolve material discrepancies
- Coordinate supply chain through delivery
- Prepare and review work order files
- Assist in planning and tracking engineering projects from engineering through operations
- Create and update assembly units and construction property record units (CPRs)
- Update mapping system
- any other duties as assigned.

The qualifications for this position include:

Required:

- High school diploma or equivalent  
and  
at least three years related experience  
or  
equivalent combination of education and experience
- Valid driver's license
- Knowledge and proficiency sufficient to perform work independently with accuracy and strong attention to detail
- Efficient with Microsoft Office
- Highly self- motivated

- Great interpersonal, communication and organizational skills, to collaborate with other co-workers, and teams, along with a neat, well-groomed appearance
- Must pass a physical exam and drug test

Preferred:

- Experience in an electric utility
- Knowledge of the following: APPA Safety procedures, design of overhead, underground distribution systems, and willingness to operate Professional Computer Services (PCS) utility software.

This position includes a competitive wage and benefits package.

Applications can be obtained from:  
**Mt. Wheeler Power, Inc.**  
**Attention: Human Resource Dept.**  
**1600 Great Basin Blvd**  
**Ely NV 89301**  
**(775) 289-8981 or 1-800-977-6937**  
**or online at**  
[www.mwpower.net](http://www.mwpower.net)

Please return **application and resume** to Mt. Wheeler Power's Human Resource Department by **3:00 p.m., February 1, 2023**. Any prior applications with Mt. Wheeler Power, Inc. must be resubmitted. For more information or a full job description, please contact The Human Resource Department  
775-289-8981 ext. 124 or 1-800-977-6937.  
This institution is an equal opportunity provider and employer.