



WAREHOUSE AND FACILITIES TECHNICIAN

Velva, ND

Verendrye Electric Cooperative (VEC) is seeking a motivated Warehouse and Facilities Technician. VEC is a member-owned organization that manages the electric distribution network to provide power to its members. The Warehouse and Facilities Technician is responsible for ensuring the efficient and organized operation of VEC's warehouses, maintaining the buildings, and upholding the appearance and safety of the grounds. This role includes a blend of inventory management, general maintenance, and outdoor upkeep. The ideal candidate is a driven self-starter who takes ownership and pride in their work, someone eager to advance their own development while actively contributing to VEC.

What you'll do:

These do not cover every aspect and are subject to change based on the evolving needs of the cooperative.

- Purchase, receive, inspect, and store incoming materials and supplies.
- Organize and maintain the warehouse and storage yard, ensuring material is placed in assigned locations.
- Perform regular inventory counts and reconcile discrepancies to maintain accurate inventory records.
- Operate material handling equipment to include forklifts, skid steers, vehicles, and other various equipment.
- Assist in the disposal of equipment in accordance with VEC procedures and environmental regulations.
- Ensure security of all buildings, including warehouses, and fenced locations.
- Perform routine maintenance and minor repairs including basic electrical, plumbing, and carpentry tasks.
- Interact with cooperative members and vendors when needed.
- Seasonal lot and yard care (mowing, snow removal, maintaining walkways, etc.).
- Manage daily work schedule with minimal supervision.

What you'll need:

- Positive attitude, self-motivated, organized, detail-oriented, good communication, people skills, eager to take on challenges, and ability to learn new tasks.
- High school diploma or equivalent.
- A valid North Dakota driver's license.
- The ability to obtain a Class A CDL and forklift certification.
- The ability to pass a background check and obtain access to Minot Air Force Base.
- Computer data entry skills for inventory management.
- The ability to lift, carry, and handle products up to 50 pounds.
- Previous experience is helpful but not required.

Why VEC?

VEC offers a highly competitive compensation package. We offer a strong base salary, 401(k), employer-funded defined pension plan, comprehensive health insurance, paid time off (PTO), and a wellness reimbursement program. These are a few of the benefits offered. You'll be part of a team that values your contributions.

To apply, visit www.verendrye.com/employment-opportunities. Submit the completed application and resume to hr@verendrye.com; mail to 615 Highway 52 West, Velva, ND 58790; or drop off at VEC's Minot or Velva offices.

Application Closing Date: October 12th, 2025