



Materials Coordinator I

Hancock-Wood Electric Cooperative, Inc. is seeking a qualified individual to fill the position of Materials Coordinator I. The Materials Coordinator is responsible for ensuring prompt and courteous service for members requesting electric construction or an extension by purchasing, receiving and delivering materials and equipment. Establishing and maintaining inventory levels. Supporting partnering efforts with vendors and suppliers to reduce on-hand inventory and avoiding stock-outs. Implementing purchasing and inventory control policies and procedures. Related experience is preferred; however, it is not required.

All resumes must be received by August 3, 2026. Please send via email, HR@hwe.coop or mail to:

Hancock-Wood Electric Cooperative, Inc.
ATTN: Human Resources
PO Box 190
North Baltimore, OH 45872

HWE offers competitive salary and benefits which includes a pension plan, company matching 401(k), comprehensive health plan, dental, vision, life, and disability insurance.