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Material Analyst L1-2

JOB INFO

- Job Identification: 647
- Job Category: Support
- Posting Date 07/10/2024, 10:12 AM
- Locations Van Nest Shop
- Apply Before 08/10/2024, 11:59 PM
- Job Schedule: Full time
- Job Shift: Regular
- Minimum Salary: 36.99
- Maximum Salary: 36.99
- Job Sub Function: Mechanical/Technician
- Job Family: Technical

ABOUT US

Mission Statement:

Consolidated Edison Company of New York, Inc. (Con Edison), Orange & Rockland Utilities (O&R), and Consolidated Edison Transmission (CET) employees are required to follow health, safety, and environmental policies, EEO, Standards of Business Conduct, and all other applicable company policy and procedures. We all share a responsibility to advance the company's mission by excelling at our three corporate priorities – safety of our people and the public, operational excellence in all that we do, and ensuring the best possible customer experience.

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JOB DESCRIPTION

Construction Services is seeking a Material Analyst for support in its Procurement and Contracts group. The selected applicant should have an understanding of electric generating equipment, mechanical and electrical fittings, piping, and machine shop requirements for the preparation of procurement requisitions and requests for; Blanket Purchase Agreements, Cross Docking, punch out and class and stock. The successful applicant will obtain a corporate credit card, (P Card) and display good organizational skills in maintaining the required procurement records. The individual will be expected to complete receiving reports in Oracle for all materials and services as appropriate, plus document order status in existing Construction SharePoint system. Must be committed to the Way We Work Principles, and adherence to the Company's Standards of Business Conduct and other company procedures including Environmental, Health and Safety (EH&S).

RESPONSIBILITIES

Core Responsibilities

- This Applicant should be able to read and interpret company specifications, parts lists, and drawings.
- The Applicant must take and pass the Material Analyst test at the Learning Center.
- The selected candidate must be detail oriented with excellent, organization and clerical skills, including computer keyboarding and competency in Microsoft Outlook, Word, and Excel. Applicant should have experience with the company mainframe system Oracle EBS Finance / Supply Chain system.
- The Applicant should be familiar with Corporate Environmental Health and Safety Procedures (HASPs) regarding procuring materials and services for utilization by company personnel and/or at company facilities.
- This candidate will, in a timely manner, perform follow-up on all orders and document the status of these orders.
- The successful analyst must be able to interact with internal customers including Purchasing, Accounting, Engineering, Planners, etc., and be able to act as a company liaison with external customers including manufacturers, vendors, engineers, sales representatives and various supply and service vendors.
- The successful candidate will be required to have customer contact on a regular basis.
- Candidate must be able to work in a substation or power plant if required, or any of the Company's field locations including areas where they may be subject to excessive heat, loud noises and in the presence of high voltage electric, as well as high elevations.
- Applicant must have excellent oral and written communication skills.
- Must ensure that the Human Performance Improvements (HPI) tools are incorporated into daily work.

- The selected candidate must be able to handle multiple tasks and changing priorities as required and possess a willingness and ability to work and learn in a fast-paced service environment.
- Must be committed to fostering a Zero Accident Culture, Diversity and Inclusion, Achieving Operational Excellence and effective Cost Management Culture and Enhancing the Customer Experience.

QUALIFICATIONS

Required Education/Experience

- High School Diploma/GED and High School Diploma/GED And 3 Years related experience in Supply Chain or related field
- Bachelor's Degree 1 Year related experience in Supply Chain or related field

Licenses And Certifications

- Driver's License Required

Physical Demands

- Must push, pull, lift up to 40 pounds
- Must sit or stand to answer a phone for entire shift
- Must sit or stand to use a keyboard, mouse, and computer for entire shift
- Must have excellent manual dexterity and be able to use hands for entire shift
- Must stoop, bend, reach and kneel throughout the workday

Additional Physical Demands

- Must be able to respond to Company emergencies by performing a System Emergency Assignment to restore service to our customers.

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EQUAL OPPORTUNITY EMPLOYER

EEO Statement:

Consolidated Edison Company of New York, Inc. (Con Edison), Orange & Rockland Utilities (O&R), and Consolidated Edison Transmission (CET) are equal opportunity employers. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of the individual's actual or perceived disability, protected veteran status, race, color, creed, religion, sex, age, national origin, gender, gender identity, gender expression, genetic information, marital status, sexual orientation, citizenship, domestic violence victim status, or any other actual or perceived status protected by law.

Technical Difficulty Statement:

For technical issues, please contact us at careerconnect@coned.com

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