

Human Resources / Purchasing Agent Position  
Dyersburg Electric System  
8/4/22

Dyersburg Electric System, with 36 current employees, has an employment opportunity for a Human Resources / Purchasing Agent. DES is looking for individual who is seeking a long term career and possesses a positive attitude with a sincere desire to serve the community by providing safe, reliable, and cost effective power.

The Human Resources / Purchasing Agent position is responsible for all aspects of employment activities for Dyersburg Electric System including but not limited to employee recruitment, training, compensation, benefits management, employee records, employment compliance and terminations for DES. The position is also responsible for clerical safety records including workman's compensation. In addition, as Purchasing Agent, the successful candidate will be responsible for all aspects of material requisition including, but not limited to, purchase requests, request for quotes, quote tabulations, purchase orders and filing.

Potential candidates must possess the following qualifications at a minimum:

- Bachelor of Science Degree in Business Administration with an emphasis in Human Resources or equivalent experience
- Minimum of three (3) years experience in Human Resources
- Valid Tennessee Class "D" driver's license with clean history
- Bondable
- Pass pre-employment drug screening
- Willing to relocate to within a 20 minute commute of the main office after 6 month probationary period
- Excellent verbal & written communication skills
- Excellent organizational skills
- Proficient with computer software including, but not limited to, word processing and spreadsheet software
- Knowledge of Worker's Compensation laws
- Knowledge of Federal and Tennessee Employment Laws
- Knowledge of OSHA/TOSHA Regulations for the Construction Industry

Electric utility experience is a plus.

This is a full time position Monday-Friday, 8:00 – 5:00, at our office in Dyersburg, TN.

Dyersburg Electric System offers competitive wages and an outstanding benefit package including a 401(a) with Company match retirement plan; paid medical, dental and vision insurance and paid vacation and sick leave.

Starting pay will be based on experience.

Please send resumes to: [hr@despower.com](mailto:hr@despower.com) or  
Dyersburg Electric System, Attn: HR, P.O. Box 664, Dyersburg, TN 38025-0664

Resumes will be accepted until position is filled

**Dyersburg Electric System is an Equal Opportunity Employer**