



# National Wholesale Supply, Inc.

## Job Description – Branch Manager

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### **Location**

Durant, Oklahoma

### **Job Summary**

(1) To provide the leadership necessary to the branch personnel to ensure the sales and profit growth of the branch, while providing the greatest return on investment possible while supporting the company's objectives.

(2) The Branch Manager must teach by example how to create value for our customers with our superior service and how to confidently ask a fair price for our product and services along with timely payment from the customers.

### **Major Tasks, Responsibilities and Key Accountabilities**

- Lead and coach all branch personnel; to include Operations, Warehouse, Inside and Outside Sales, and Drivers.
- Assign an Outside and / Inside sales representative for all Customers.
- Assist the sales personnel on customer contacts and determining the regularity of sales calls on a customer specific basis.
- Execute quarterly customer sales and profit status reviews with your Manager and Sales Personnel.
- Make customer sales and jobsite calls on both existing and potential customers.
- Communicate customer comments from your sales calls back to the branch personnel, both positive and negative, to allow continued improvement of our customer service and personnel development.
- Work with NWS Preferred Vendors and their representatives to promote the sales of those products.
- Work with Customers, Vendors and our AP Department to quickly resolve product claims and disputes.
- Work with Customers, Sales personnel and our AR department to quickly resolve billing disputes.
- Hold regular sales meetings with all Branch personnel.
- Host regularly scheduled Product-Training meetings at the Branch.
- Identify your competitors and evaluate their strengths and weaknesses.
- Continually recruit for future growth and team strengthening.
- Look for new products and services that would benefit our customers, while growing our sales.

- Review the P&L monthly to measure Sales and Gross Profit goals and projections as defined by your Manager.
- Review and approve Invoice Preview report and queue daily.
- Ensure proper inventory is available to maximize sales efforts.
- Review Aged A/R.
- Be the Team Leader – Be positive in your approach to everything.
- Coach to bring out the best in your employees

### **Work Environment**

- Requires intermittent periods during which continuous physical exertion is required, such as walking, standing, stooping, climbing, lifting and maneuvering material or equipment, which may be heavy.
- Typically in a comfortable environment, but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes.
- May requires overnight travel.

### **Qualifications**

- 3+ Years experience in related industrial sales field
- Plumbing Sales Industry experience; Local Market Knowledge with a demonstrated sales success.
- Eclipse ERP software experience a plus.
- Knowledge of customer business needs.
- Knowledge of NWS product lines.
- Must be twenty one years of age
- Must pass the Drug Test
- Must pass the Background Check