

## **JOB DESCRIPTION:**

## **Supply Division Operations Manager**

### **Reports to: Vice President of Operations**

#### **Summary/Objective**

The Supply Division Operations Manager is responsible for establishing and maintaining customer relations, oversees and is accountable for the operation of the supply division ensuring maximum sales and profitability through merchandise, inventory, expense control, and managing operating costs.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage the daily operational functions of the Supply Division to ensure maximum efficiencies, productivity, and service to our customers.
2. Manage the organization and staffing of the Division and the development of the division associates. Ensure Company policies and procedures are understood and followed
3. Develop, track, and maintain minimum and maximum inventory levels to support RSI and RSC sales. Includes responsibility of purchasing of materials and arrangement of related shipping.
4. Responsible for the operational expenses of the Supply Division
5. Design, implement, and maintain systems and procedures to ensure accurate inventory accounting on a weekly, monthly, and annual basis
6. Manage the receiving of all Division inventory and special order products
7. Responsible for approving and reconciling vendor invoices and forwarding all appropriate information to the Accounting department in a timely fashion
8. Cooperate fully and timely with the Accounting department to reconcile any inventory, pricing, or receiving variances.
9. Establish and maintain positive relationships with various vendors to provide the best products and service to our customers
10. Manage the divisional assets (i.e. vehicles, buildings, equipment) and provide timely requests for significant capital expenditure requests.
11. Participate in training and education programs as required and requested.
12. Assist with counter sales
13. Reconcile cash drawer
14. Other duties as assigned

#### **Competencies**

1. Financial Management.
2. Customer/Client Focus
3. Learning Orientation.
4. Performance Management
5. Leadership.

## 6. Communication Proficiency

### **Supervisory Responsibility**

This position manages all employees of the department and is responsible for the performance management and hiring or termination of employees within that department

### **Work Environment**

This job operates in mostly a retail office environment that will also include some exposure to a warehouse areas. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines and will occasionally use standard warehouse equipment such as forklifts, hand trucks, box cutters and tape dispensers.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds.

### **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are typically Monday through Friday, 8:00 AM to 5 PM.

### **Required Education and Experience**

1. 3-5 years warehouse, inventory, and purchasing experience.
2. Detail oriented with excellent written and verbal communication skills.
3. General working knowledge of QuickBooks
4. Excellent customer service skills desired along with a general knowledge of stucco, stone, or other masonry products.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_