

Job Description

Title: Assistant Branch Manager

Weekly Scheduled: Full Time

Location: Beckley, WV

Exemption Status: Non- Exempt

W.Va. Electric Supply Co. is a full-line electrical distributor, supplying the West Virginia, Kentucky, and Ohio region through nine locations. We serve the region with an inventory of over 20,000 products from over 160 manufacturers. Our customers include contractors, industrial facilities, personal consumers, and many others. We serve our customers by offering high-quality products, a comprehensive selection, and superior service. After 75 years in business, we look forward to continuing our tradition by hiring talented individuals guided by a spirit of innovation and professionalism. W. Va. Electric Supply Co. values the diversity of our customers, associates, and suppliers.

We offer very competitive benefits including: dynamic work environment, health insurance, 401(k), paid vacations/holidays, training and development, and discounted employee purchase programs for products from W. Va. Electric Supply Co. as well as other retailers. These features translate to exciting career opportunities with a talented team, dedicated to personal and professional growth.

General Description

The ideal candidate for this position is to assist the Branch Manager with the management of applying policies, managing daily operations, and planning the use of materials and human resources in order to generate sales of W. Va. Electric Supply Co. products.

Tasks

- Ensure customers receive reference standard, customer-focused, customer service.
- Ensure all branch operations are in alignment with company policies and procedures
- Write-up and pick customer order tickets and deliver products to customers
- Maintain inventory levels that are appropriate for space and business needs
- Direct and coordinate staff, preparing work schedules and assigning specific duties
- Appropriately recognize employees for their contributions and efforts
- Review financial, sales, and other activity reports and performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement
- Proactively develop store staff and keep staff motivated
- Keep warehouse and counter areas organized and presentable (e.g. sweeping, dust, trash, etc.)
- Maintain branch logs of activities and planned or completed actions
- Plan and direct staffing, training, and performance evaluations to maintain sales and service
- Determine staffing requirements and assist in process to hire and train new employees
- Ensure safety procedures are followed
- Monitor customer preferences to determine focus of sales efforts
- Model coaching behavior and encourage all branch colleagues to consistently coach each other
- Plan and direct activities such as sales promotions
- Other tasks as required

Competency Assessment

- Customer Orientation
- Excellence
- Integrity
- Passion
- Respect
- Innovation
- Learning Driven
- Forward Thinking and Planning
- Written/Oral Communication Skills
- Effective Communication
- Problem Solving and Decision Making
- Plans and Organizes Work
- Interpersonal Awareness
- Organizational Awareness
- Product Knowledge
- Persuasiveness/Sales Ability

Work Environment & Requirements

- Climbing narrow ladders
- Is at least 21 years of age
- Able to regularly carry objects up to 50 lbs.
- Extended time periods in delivery vehicles
- Occasional travel

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Additionally, this job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.

W. Va. Electric Supply Co. is an EEO/Affirmative Action employer and does not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, disability, veteran status, or any other protected category.