



WE'RE HIRING!

ASSISTANT DEPARTMENT MANAGER (ADM)

— LEAD • SUPPORT • MAKE AN IMPACT

*Build Your Future
With Us!*



**GREAT TEAM
ENVIRONMENT**



**GROW
YOUR CAREER**



**COMPETITIVE
PAY & BENEFITS**



**BE PART OF
SOMETHING BIG**

MINIMUM ELIGIBILITY REQUIREMENTS

- High School Diploma or GED
- 1 year of customer service/sales experience, or an equivalent combination of education and experience sufficient to perform the essential functions of the job, as determined by the company
- Excellent communication skills (verbal & written)
- Ability to multi-task and work in a fast-paced environment
- Must pass pre-employment background check

WORKING CONDITIONS (TRAVEL, HOURS, ENVIRONMENT)

- This position is hourly, knowing it may include hours which exceed eight hours in a day or forty hours in a week
- While performing the duties of this job, the employee is frequently exposed to a warehouse environment and moving vehicles. The noise level in the work environment is typically moderate to noisy.

PHYSICAL/SENSORY REQUIREMENTS

Physical Work – Ability exert 30 – 60 pounds of force occasionally, and or 20-30 pounds of force frequently, and/or greater than negligible up to 20 pounds of force constantly to lift, carry push, pull, or otherwise move objects. The employee is often required to use their hands and fingers, to handle or feel. The employee is frequently required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.

ESSENTIAL FUNCTIONS

- Act and work in a manner that is consistent with company's core values
- Demonstrate a thorough understanding and compliance with the company's safe lifting practices standard operating procedures
- Demonstrate the ability to drive and teach the company philosophy around the basic P's of retail. The basic P's of retail include but are not limited to:
 - People
 - Position
 - Product Presentation
 - Price
 - Promotion
 - Purchasing
- Provide direction to all product sales specialists to ensure a highly attentive and accurate level of customer service
- Complete all product specialist certification courses
- Demonstrate a thorough understanding of merchandise and installation
- Ensure the overall merchandising, pricing and organization of the department
- Communicate standard operating procedure direction and changes to all associates in a timely manner
- Complete the Industrial Truck (forklift) proficiency testing and certification
- Communicate inventory needs to management
- Direct and assist the processing of merchandise to the showroom floor
- Validate all product placement and pricing within the department
- Greet every customer in a helpful and courteous manner
- Assist customers with product questions and selections
- Process customers at check-out using the point of sale (POS) system
- Process customer refunds and exchanges according to established guidelines
- Present 'how-to' classes to customers
- Follow established cash, check and charge card acceptance procedures
- Answer the telephone according to accepted guidelines
- Stock and tag merchandise displays as required
- Create price tags and merchandise signs

APPLY TODAY!

JOIN OUR TEAM AND BE PART OF
A COMPANY THAT BUILDS
BETTER SPACES AND BRIGHTER FUTURES.