



Wells Plumbing & Heating Supplies Inc.

916 W. 21st Street, Chicago IL 60608 / Ph: 312-850-1500 Fax: 312-850-3326

Due to business expansion, local plumbing and heating supply house seeking the following personnel,

1. Store manager (Full time)

Job description:

- Responsible for the overall sales and profitability of a store through achieving the highest level of customer service.
- Ensures that the stores meet or exceed their goals and objectives by challenging the staff with regards to sales volume, customer service standards, merchandising, personnel, security of company assets, expense control and operating functions
- Provide daily support to store management and to develop and encourage successful management teams in the stores.

Requirements:

- Must have a comprehensive knowledge of products and at least three years experiences in the wholesale or retail plumbing and heating industry
- Minimum of at least 3 years of related administrative experience
- Strong PC skills including: Word, Excel, Outlook, an Internet with the ability to learn new programs
- Ability to multi-task and communicate well in a fast paced environment
- Previous experience with an inventory management system (e.g. Eclipse) is preferred.

2. Counter Salesperson—Plumbing and HVAC

Job description:

Counter Salespeople provide sales and support to walk-in customers at the sales counter and support Inside Sales, Outside Sales activities as needed. As a Counter Salesperson, your specific duties will include, but are not limited to:

- Assisting customers who purchase and/or pick up merchandise at our location
- Process Sales Orders generated at the counter
- Provide customers with reliable information regarding product specifications and pricing
- Assisting team members in servicing customers, answering phone calls
- Process cash sale returns and refund paperwork
- Maintaining cleanliness of counter area and ensuring merchandise displays remain stocked, current, and neat
- Generate new business through service, follow up and new lead generation

Requirements:

- Spanish or Polish is preferred.
- As a Counter Salesperson, you must be friendly, knowledgeable and service oriented. Excellent verbal communication is a must and salespeople must approach customer interactions in a honest and ethical fashion.
- The ideal candidate will have plumbing and heating products sales experience at least 2 years, excellent organization, interpersonal, communication and project management skills.
- Computer skill and bilinguals are the plus.

3. DRIVER/WAREHOUSE STAFF

Job description:

- Safely and efficiently fill sales
- Stack products properly to allow for both pallet content verification and prevent damage to the load
- Will be required to help maintain facility sanitation standards
- Report stock damage and spoilage to supervisor when necessary
- May perform related clerical duties, such as preparation of transfer slips, control of pick cards, and maintaining records
- Learn and understand the use of the devices to properly remove product from inventory
- Stocking merchandise and pulling order for delivery

Requirements:

- CDL License is preferred

- Good knowledge of safety requirement and inventory techniques
- Ability to operate forklift and pallet jack
- Preferably a minimum of at least 6 months' experience in Warehouse Operations
- Effective verbal communication skills
- Ability to successfully manage multiple priorities in a fast-paced environment
- The successful candidates will be dependable, punctual, hard working, mechanically Inclined.

We are a drug free workplace and an Equal Opportunity/Affirmative Action Employer. Employment is contingent upon successful completion of background investigation with pre-employment drug screening required.

Please contact phoebe@wellsplumbing.com or call 312-8501500 / Fax: 312-850 3457 for application