



Flat Lands Supply Company Overview:

Established 1966 in Venedocia, Ohio. Distributor of quality electrical, plumbing, voice, data supplies.

Hours: Open 7:30am-5pm Monday-Friday, Closed Saturday-Sunday. Full-time employees work as close to 40 hours per week as possible. Part-time employees are scheduled to work as needed.

Payroll is bi-weekly. We offer additional commission to full-time employees based on sales as long as employees exercise the spirit of everyone working together to help each other and our customers.

For qualifying full-time employees, we offer a benefits package including health insurance, retirement plan, paid vacation, & personal days.

We are a small business with less than 15 employees. Most positions are a combination of many of all non-financial job functions. Employees must be capable and willing to do any sales floor job requirements.

We sell to contractors, electricians, plumbers, businesses, farmers, schools, DIYers, retail customers. We strive to offer the best customer service as possible; treating all customers with courtesy and respect.

See ***flatlandssupply.com*** for employment application. No phone calls.

Job functions at FLS:

- **Counter Sales:** In person & telephone customer contact, help customers find electrical & plumbing supply products & answer questions, enter & process sales orders, take payments, address problems.
- **Showroom Sales:** In-person customer contact, help customers navigate displays, offer help with catalog information, process sales orders.
- **Outside Sales:** Telephone, email, fax customer contact, travel to customer location for in-person contact, assist customers with questions, research answers, process sales orders. Identify & pursue leads to new customers.
- **Vendor Contact:** Communication with vendors concerning products & orders. Possible product line ordering.
- **Shipping/Inventory/Freight/Delivery:** Receive & check in freight, UPS software, stock inventory on shelves, forklift.
- **Delivery:** Deliver orders to customers.
- **UPS:** Assist with the sending of packages in-house or for customers.
- **Pricing Agent:** Work with vendors and FLS management to obtain, calculate, and perform inventory price updates. Manage defective items and returns to vendor. Manage (order, sort, display, purge, etc) vendor literature (catalogs & brochures). Process defective returns to vendor.
- **Administrative/Financial:** AR/AP, Payroll, Tax Reporting



All positions involve:

Extensive Customer Contact:

In person
By email or fax
By phone

Physical Activity:

Standing
Walking
Bending & Reaching
Lifting & carrying large or heavy items
Ladder climbing
Wire measuring & cutting
Pipe cutting & threading (possibly)
Operating forklift (possibly)

Required Communication Skills:

Personable, friendly, pleasant
Positive attitude
Desire to cooperate with & help colleagues
Treat all customers with utmost respect & provide exceptional customer service
Able to quickly determine customer needs
Contact with vendors concerning orders
Able to resolve problems & conflicts through open communication
Suggest improvements to streamline processes
Teamwork, accountability, integrity must be important to you

Vendor Contact:

In person - occasionally
By email or fax
By phone

Technology Usage:

Windows based computers & printers
UPC scanner
Credit card machine
Multi-line phone answering & paging
Copier/fax machine
Electronic time clock
Security system

Important General Skills & Requirements:

Punctuality
Multitasking & prioritization
Thrive in fast-paced environment
Desire to learn & open to new ideas & procedures
Detail oriented
Ability to follow directions
Math & reading comprehension skills
Computer keyboarding skills
Legible penmanship
Ability to make change (monetary)
Valid driver's license, good driving record
Able to find productive work in downtime
Be a good representative for Flat Lands
Electrical, plumbing knowledge & sales experience preferred

Full-Time or Part-Time:

Counter • Showroom • Sales

First shift, Monday-Friday, 20-25 hours per week at present.

Current Opening

Responsibilities:

- Be willing to provide exceptional customer service to all customers.
- Assist customers with electrical and plumbing supply orders, purchases, questions, and problems.
- Field phone calls from customers with electrical and plumbing questions.
- Process customer sales orders and purchases via computer system.
- Heavy lifting, wire cutting, pipe threading, operating forklift.
- Outside sales including calling on existing customers and leads to new customers.
- Perform other duties as assigned.

Qualifications:

- Prior experience and knowledge of electrical and plumbing supplies and applications.
- Must be a team member and willing to help others, staff & customers.
- Self-motivated, willing to adapt and take on new assignments.
- Detail-oriented.
- Good driving record.

Skills:

- Computer keyboarding.
- Good math skills.
- Good communication skills.
- Good telephone skills.
- Office machines such as multi-line phone, copier, fax, credit card, UPC scanner.

Ability to:

- Multitask and prioritize.
- Solve problems and suggest improvements to streamline processes.
- Thrive in fast-paced environment.
- Find productive work in downtime.
- Lift and carry heavy boxes and items.
- Represent our company in a positive manner in the community.
- Work with other staff to complete sales objectives and meet customer expectations.

Education, Knowledge, Background:

- Microsoft Windows 10 OS
- Acumatica software knowledge helpful
- Plumbing and/or electrical background preferred
- Inventory, sales, or wholesale background helpful

Part-Time: Inventory Pricing Agent

Flexible hours, first shift, Monday-Friday, 20-25 hours per week at present.

Responsibilities:

- Work closely with Office Manager and CEO to maintain correct inventory prices.
- Contact and work with dozens of vendors to obtain and verify price updates and effective dates.
- Accurately update pricing via data entry in company computer system.
- Add new inventory items as requested via data entry into company computer system.
- Maintain organized physical filing system for pricing documentation.
- Answer telephone, direct calls, and relay messages with courtesy and respect.
- Manage (order, sort, display, purge, etc) vendor literature (catalogs & brochures).
- Process defective item returns to vendor.
- Perform other duties as assigned.

Personal Qualifications:

- Punctuality.
- Excellent communication skills.
- Understanding of basic math, including percentages and decimals.
- Exceptional organizational skills.
- Detail-oriented.
- Self-motivated, willing to adapt and take on new assignments.
- Willing & able to work with all staff.

Professional Qualifications:

- Good to advanced level MS Excel proficiency.
- Email proficiency.
- Computer keyboarding.
- Office machine: multi-line phone, fax, printer.
- Professional telephone etiquette.
- Comprehension of wholesale pricing levels.

Ability to:

- Follow directions.
- Multitask, prioritize, and meet deadlines.
- Solve problems and suggest improvements to streamline processes.
- Thrive in fast-paced environment.
- Lift and carry heavy boxes and items.
- Find productive work in downtime.
- Represent our company in a positive manner in the community.
- Work with other staff to complete company objectives and meet customer expectations.

Education, Knowledge, Background:

- Microsoft Windows 10 OS
- Acumatica software knowledge helpful
- Sales or wholesale background helpful
- Inventory control background or familiarity helpful
- Plumbing or electrical background helpful

***Part-Time: Freight • Warehouse • Receiving • Shipping •
Delivery Clerk***

1-2 days (5-15 hours) per week, but can vary depending on delivery schedule.

Responsibilities:

- Freight: receive, unload, unpack, check for damages, verify quantities, check-in, stock shelves.
- Gather & arrange customer delivery orders.
- Load customer orders on delivery truck.
- Delivery to customers on scheduled route.
- Notify customers of impending order delivery and/or when order arrives to store.
- Heavy lifting, cut wire, thread pipe, operate forklift and pallet jack.
- Provide exceptional customer service to all customers including deliveries.
- Maintain vehicle service records and routine vehicle maintenance.
- Answer telephone.
- Perform other duties as assigned.

Qualifications:

- CDL endorsement not required at present
- Prior experience and knowledge of electrical and plumbing supplies and applications helpful
- Must be a team member and willing to help others (staff & customers)
- Self-motivated, willing to adapt and take on new assignments
- Detail-oriented
- Clean driving record

Skills:

- Computer keyboarding
- Basic math
- Good communication skills
- Good telephone skills

Ability to:

- Multitask and prioritize.
- Solve problems and suggest improvements to streamline processes.
- Thrive in fast-paced environment.
- Find productive work in downtime.
- Lift and carry heavy boxes and items.
- Represent our company in a positive manner in the community.
- Work with other staff to complete sales objectives and meet customer expectations.

Education, Knowledge, Background:

- Microsoft Windows 10 OS knowledge.
- Acumatica software knowledge helpful.
- Plumbing and/or electrical background helpful.
- Inventory, sales, or wholesale background helpful.
- Office machines knowledge such as multi-line phone, copier, fax, credit card, UPC scanner helpful.

Current Opening

Office Manager AP/AR:

First shift, Monday-Friday, 40 hours per week at present. Mon-Fri 7:30am-5pm

Responsibilities:

- Accounts Payable
- Accounts Receivable
- Inventory Control
- Purchase Orders
- Invoicing
- Vendor ordering & returns
- Work with staff
- Work with customers to resolve billing issues
- Work with vendors to resolve ordering & billing issues
- Work with CPA for Payroll & Tax Reporting
- Work with Acumatica Software
- Work closely with Inventory Pricing Agent
- Banking
- Order office supplies
- Postage
- Errands as needed
- Other duties as needed

Qualifications:

- Be willing to provide exceptional customer service to all customers.
- Prefer experience and knowledge of electrical and plumbing supplies and applications.
- Must be a team member and willing to help others, staff & customers.
- Self-motivated, willing to adapt and take on new assignments.
- Detail-oriented.
- Good driving record.

Skills:

- Computer keyboarding
- Good math skills
- Good communication skills
- Good telephone skills
- Office machines such as multi-line phone, copier, fax, credit card, UPC scanner, postage machine

Ability to:

- Multitask and prioritize
- Solve problems and suggest improvements to streamline processes
- Thrive in fast-paced environment
- Find productive work in downtime
- Lift and carry heavy boxes and items
- Represent our company in a positive manner in the community
- Work with other staff to complete sales objectives and meet customer expectations

Education, Knowledge, Background:

- Microsoft Windows 10 OS
- Microsoft Office
- Acumatica software knowledge helpful
- Plumbing and/or electrical background helpful
- Inventory, sales, or wholesale background helpful



Full Time Benefits:

- Health/Dental/Vision Insurance (single)
- Supplemental Insurance option
- Retirement Plan option
- Christmas Club option
- Paid Time Off (Vacation/Sick)