



## JOB DESCRIPTION

Position Title	Department	Reports to
Inside Sales/Supervisor	Retail	Retail Coordinator
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	01/18/2017

### POSITION SUMMARY

Store manager serves customers by providing merchandise, works with outside sales staff for large orders and supervises staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Stock/restock store with parts
- Resolve customer issues
- Schedule and manage employees
- Review reports; open orders, daily invoices
- Open/close store
- Maintain all safety equipment up to code
- Additional or other duties of work from time to time as necessary to meet the needs of the business

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

High school diploma/GED required (Associate degree or higher preferred). Retail sales experience in agriculture supplies, customer service skills with the ability to “read” customers, ability to work independently, strong work ethic and ability to multi-task. Must be able to drive a forklift. Good understanding of Microsoft suite.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This position requires periods of standing, walking, carrying and talking to customers. Additionally, carrying, lifting, heavy work are part of the position. Occasionally you will be required to climb, stoop, knee and do repetitive motions.

To apply: contact: [cdurler@idcsupply.com](mailto:cdurler@idcsupply.com)