

## **Wholesale Materials Manager**

Western Fence, Arizona's largest fence installation and wholesaler, has an immediate opening for Wholesale Manager. We are a family owned and operated company with long term employees and great atmosphere to work. This is an outstanding career opportunity for the right individual.

### **Job Summary:**

This position is accountable to the Estimating department for performance of various duties including but not limited to serving walk in, phone and current customers. They are also responsible for helping customers both in person and online with fence questions, preparing estimates, and inventory management.

Western Fence is one of the largest fence supply wholesalers in Arizona. We have a large customer base of landscape companies, general contractors and do-it-yourselfers. This a customer facing position who will help our customers get the materials they need, quickly and if we do not carry it, special order for them and follow through until delivery. We will train right candidate on all things fence!

### **Duties and Responsibilities:**

- Greet all incoming customers in a friendly, helpful way to ensure that their needs are quickly served
- Review and manage incoming material deliveries and outgoing pic- up schedules and order delivery services
- Will work with all walk-in and online/phone customer requests efficiently through quick responses via accurate estimates
- Key initial customer liaison by helping to answer phone and online requests. Qualify the customer needs and handle all incoming
- Become a fence supply product expert through training and online tutorials so as to have a strong understanding of the customers' personal needs.
- Become competent in the use of the computer and system. These computer skills should be polished on an ongoing basis.
- Answer the telephones in a courteous and helpful manner
- Review current stock and inventory in the yard
- Develop a clear understanding of the responsibilities and accountabilities of this position and make it your own!
- Provide incidental support services to other teams as required.
- Other duties as needed and/or assigned.

### **Job Requirements:**

- High School or equivalent
- 1+ years customer service experience required
- 1+ years construction industry experience preferred
- **Bi-lingual (English/Spanish) preferred**
- Strong verbal and written communication skills
- Excellent organization skills including strong knowledge of Microsoft Office suite