



General list of job functions at FLS:

Counter Sales (Inside Sales)	Warehouse/Fork Lift
Showroom Consultation/Sales	Product Ordering
Outside Sales	Inventory Pricing (Computer)
Delivery	Shelf Stocking
Shipping & Receiving, UPS software	Financial: AR/AP, Payroll, Tax reporting, etc

All positions involve:

Extensive Customer Contact:

In person
By email or fax
By phone

Vendor Contact:

In person - occasionally
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)

Technology Usage:

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

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

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



Specific Job Duties:

- **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. Process defective returns to vendor. Manage (order, sort, display, purge, etc) vendor literature (catalogs & brochures). Possible product line ordering.
- **Inventory/Freight:** Receive & check in freight, stock inventory on shelves.
- **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.
- Perform other duties as assigned.

Flat Lands Supply Company Overview:

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

Hours: 8am-5pm Monday-Friday, 8am-Noon Saturday. Counter-trained employees work a rotation of Saturdays with a ½ day off during the week and may be scheduled to start the workday at 8am one or more days per week.

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 sell to contractors, electricians, plumbers, businesses, farmers, schools, DIYers, retail customers.

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.

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