



**KNOW HOW. CAN DO. New South Construction Supply, LLC**

|                                 |                           |                         |                     |
|---------------------------------|---------------------------|-------------------------|---------------------|
| <b>Job Title:</b>               | Manager In Training (MIT) | <b>Location:</b>        | SC, NC & GA         |
| <b>Department/Group:</b>        | Operations                | <b>Travel Required:</b> | Travel not required |
| <b>Level/Salary Range:</b>      | \$60K - \$100K+           | <b>Position Type:</b>   | Full Time           |
| <b>HR Contact:</b>              | Cindy Metcalf             | <b>Date Posted:</b>     | TBD                 |
| <b>Will Train Applicant(s):</b> | Yes, Entry Level          | <b>Posting Expires:</b> | TBD                 |

**Applications Accepted By: Equal Opportunity Employer**

Email: [andrew.black@newsouthsupply.com](mailto:andrew.black@newsouthsupply.com)  
 RE: Job Applicant/ (job title)

**Job Description**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**ENTRY LEVEL POSITION WHICH TEACHES THE FOLLOWING:**

- Ensure purchase orders, sales orders, etc are processed accurately and in a timely manner
- Control inventory levels and take periodic inventories
- Handle DOT compliance and administration
- Hiring and firing of all drivers, inside sales, and warehouse personnel
- Ensure custody and control of company property
- Ensure proper receiving of inventory items
- Responsible for proper safety training of employees
- Assist outside sales as required
- Conduct a daily Safety Facility walk-around, identifying safety hazards a/or close calls.
- Other duties as assigned by the Director of Operations

**Supervisory Responsibilities:**

All operations associates within Operation Manager's location

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Education and/or Experience:**

High School diploma or general education degree (GED). Job related experience and/or training, or equivalent combination of education and experience.

**Language Skills:**

Ability to read and comprehend instructions. Ability to write simple correspondence. Ability to present information effectively to individuals and small group situations to customers, clients and associates of the organization.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide and do simple fractions and decimals.

**Reasoning Ability:**

Ability to use common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.



**Computer Skills:**

Ability to work on personal computers and use software applications such as Microsoft Office, Word, and Excel.

**Other Responsibilities:**

The company reserves the right to modify, interpret, or apply this job description to address the company's current needs and desires. Job cross training may also apply. This job description in no way implies that these are the only duties for this position. The employment relationship is not an employment contract, implied or otherwise. This employment relationship remains "At Will".

**Safety and Security:**

Observes all safety and security policies and procedures. Determines appropriate action on the job and looks after the well-being of other associates. Reports potentially unsafe conditions. Uses equipment and materials properly. Uses appropriate personal protective equipment.

**PREFERRED SKILLS**

- Ability to manage and multi-task.

**Physical Demands:**

- Ability to safely lift 80 pounds without use of forklift, if needed.

**Work Environment:**

Office, showroom, warehouse, and lay-down yard environment.

**ADDITIONAL NOTES**

New South Construction Supply, LLC is a drug free work environment. Pre-employment drug screen required. Random Substance screening post-hire.

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|------------------|--------------|------------|--------|
| Reviewed By:     | Andrew Black | Date:      | 8-4-20 |
|                  |              |            |        |
| Last Updated By: | Andrew Black | Date/Time: | 8-4-20 |