



Job Title: Hardware Manager
Location: Effingham
Reports to: VP of Feed & Livestock
Salary: dependent upon experience biweekly (*Incentives per established scale*)

Required Education and Experience: Degree in Business or related field is preferred. Retail hardware store experience a must, preferably in a management role

Job Requirements:

- Self-motivating personality as well as team building skills
- Demonstrates ability to interact effectively with management, employees and customers
- Proficient with Microsoft Office applications
- Strong time management, administrative and organizational skills
- Strong verbal and written communication skills

Essential Functions:

1. Focus upon a safety culture for customers, employees and community
2. Follow all safety and personnel policies
3. Meet or exceed budgeted store earnings and goals
4. Directly supervise and evaluate all hardware store employees.
5. Keep up with overall appearance and housekeeping of the store, interior and exterior
6. Provide employees with proper training to perform their jobs
7. Supervise in-store traffic building campaigns as well as on-line promotions, visual merchandising and a high level of housekeeping throughout the store
8. Instill the operating culture to offer superior customer service
9. Working knowledge of our company software and computer system
10. Monitor daily sales reports
11. Accountable for inventory ordering, shipment, receiving and defective goods documents
12. Maintain and establish business relationships both internal and external
13. Maintain a thorough knowledge of competitive products, services and market
14. Develop a marketing strategy to grow market share
15. Community engagement

Work Environment: The nature of the job may require extended hours.

Physical Demands: The physical demands include lifting objects up to 50 pounds and climbing stairs and ladders.

Travel: The employee may be required to travel to other locations, conferences, educational opportunities and other job-related activities.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Effingham Equity shall not be liable for, shall not pay, and expressly rejects and disclaims any and all responsibility or liability for any commission, expense, fee or cost claimed or charged by any recruitment or employment agency, firm, or company in connection with the employment of any candidate selected by Effingham Equity for the position described above unless a written contract is executed by Effingham Equity and such employment agency, firm or company before Effingham Equity makes an offer of employment to such candidate.

Submit resumes to Darwin Wohltman, Darwin.Wohltman@TheEquity.com, by Friday, August 30, 2019.