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| Job Title: | Location Manager | FLSA Job Category: | Exempt |
| Job Code/ Req#: | TMC-LMGR | Reports to: | General Manager |
| Travel Required: | Yes | Level/Salary Range: | Commensurate with experience. |
| HR Contact(s): | Bobby Denton, Rich Moore | Work Schedule | Full Time |

Job Description

Job Purpose:

Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Oversee all aspects of a local operation. Fulfilling the duties listed below and doing so by displaying servant leadership, a positive attitude, professionalism, courteousness, and by fostering a teamwork environment.

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- The store manager is the decision maker and primary leader of the location. The store manager owns and is responsible for all the functions of the store listed below and any others not listed
- Lead and own all sales in the store location territory of both prefinished and unfinished flooring.
- Hire and Train inside salespeople and warehouse personnel.
- Participate in strategic decisions pertain to all sales in territory. Works with all salespeople, regional manager and product managers.
- Basic inside sales functions: walk in sales, quotes, new business development
- Works with buying team to buy Wood flooring. Buying team builds Purchase orders for stores based on manager specifications and needs. Manager approves PO's and Pricing.
- Ensure daily deposits are completed
- Pricing is accurate for location and all customers
- Month end duties are always performed
- Works closely with collections personnel to ensure efficient collections and open dialogue with customers.
- Works closely with the Regional Manager to help train, set goals and follow-up with salespeople on a monthly basis. Provides support to Regional manager in this role
- Leads Monthly Location Team Sales Meeting with Regional Manager or in his stead
- Develops strategic plans for sales of products and product lines

Position Qualifications: (Competency Statements)

- **Decision Making** - Ability to make critical decisions while following company procedures.



- **Detail Oriented** - Ability to pay attention to the minute details of a project or task.
- **Leadership** - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- **Sales Ability** - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.
- **Communication, Oral** - Ability to communicate effectively with others using the spoken word.
- **Customer Oriented** - Ability to take care of the customers' needs while following company procedures.
- **Management Skills** - Ability to organize and direct oneself and effectively supervise others.
- **Negotiation Skills** - Ability to reach outcomes that gain the support and acceptance of all parties.
- **Team Builder** - Ability to convince a group of people to work toward a goal.

Education - Bachelor's Degree (four year college or university), or equivalent work experience.

Experience – Four to ten years related experience

PHYSICAL DEMANDS

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|----------------------|--------------------|--------------------|----------------|--------------------|
| Stand | O (Occasionally) | Lift/ Carry | 10 lbs or less | F (Frequently) |
| Walk | O (Occasionally) | | 11-20 lbs | O (Occasionally) |
| Sit | F (Frequently) | | 21-50 lbs | N (Not Applicable) |
| Handling/Fingering | F (Frequently) | | 51-100 lbs | N (Not Applicable) |
| Reach Outward | F (Frequently) | | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | O (Occasionally) | Push / Pull | | |
| Climb | N (Not Applicable) | | 12 lbs or less | F (Frequently) |
| Crawl | N (Not Applicable) | | 13-25 lbs | O (Occasionally) |
| Squat or Kneel | N (Not Applicable) | | 26-40 lbs | N (Not Applicable) |
| Bend | N (Not Applicable) | | 41-100 lbs | N (Not Applicable) |

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and / or assign tasks for the employee to perform, as the company may deem appropriate.

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| Approved By: | Bobby Denton / Andy McLain | Date: | October 17, 2012 |
| Last Updated By: | | Date/Time: | |