



**Job Title:** Hardware Manager  
**Location:** Effingham  
**Reports to:** CEO  
**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. Valid driver's license a must, CDL preferred.

**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. Meet or exceed budgeted store earnings and goals
3. Directly supervise hardware store employees.
4. Supervise in-store traffic building campaigns through proper promotions, visual merchandising and a high level of housekeeping throughout the store
5. Instill the operating culture to offer superior customer service
6. Working knowledge of our company software and computer system
7. Monitor daily sales reports
8. Accountable for inventory ordering, shipment, receiving and defective goods documents
9. Maintain and establish business relationships both internal and external
10. Maintain a thorough knowledge of competitive products, services and market
11. Develop a marketing strategy to grow market share
12. Follow all safety and personnel policies
13. 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 with or without notice.

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Please send resumes to Robin Brown, by Friday, September 12, 2017