



## Operations Manager

General Insulation Company is a national wholesale distributor of commercial and industrial insulation products, HVAC supplies, 3M Firestop products, and associated construction supplies. It is the largest

privately held mechanical insulation distributor in North America. As a family owned company, we have built our business by providing the highest quality products and superior service to our customers. We look forward to you joining our family!

### **About the role:**

We are looking for an engaging Operations Manager to help grow and maintain branch success and organization. You will report to your general manager and take responsibility for the smooth operation of your branch location to make sure all goals are met. We pride ourselves at General Insulation for the highest level of customer service and would love someone to help maintain that service!

### **ESSENTIAL JOB FUNCTIONS:**

- Reports to the General Manager.
- Procure and receive incoming inventory.
- Process customer invoices.
- Oversee sales order entry.
- Conduct weekly cycle counts and quarterly physical inventory.
- Conduct monthly safety meetings and ensure a safe work environment.
- Oversee all aspects of customer service.
- Oversee delivery vehicle and building maintenance.
- Oversee all office and warehouse operations.
- Schedule delivery truck routes (incoming and outgoing).
- Hire, train, and coach all inside sales and warehouse personnel.
- Ensure branch achieves quarterly KPI goals.
- Assist in loading and unloading trucks.
- Performs additional functions, essential or otherwise, which may be assigned.

### **MINIMUM QUALIFICATIONS:**

- Associates degree preferred (not required) and/or 2+ years of proven work experience in wholesale distribution.
- Leadership skills and ability to manage staff.
- Excellent communication skills.
- Strong decision making and problem-solving skills.
- Expertise in warehouse and inventory management.
- Proficient with computer systems and technology
- Must be able to lift, push, and pull up to 40 pounds.

**SPECIAL REQUIREMENTS:**

- Must be at least 18 years of age and have a valid driver's license.
- Must be willing to work odd hours including evenings, weekends, and holidays.
- Must be comfortable with change, possess an entrepreneurial spirit, and have ability to think outside the box.