



F.W. WEBB COMPANY

Job Posting

Position Title: Counter Associate

Location: Bronx, NY

Reports To: Operations Manager

Responsibilities:

- Greet customers and assist with placing orders and checking inventory
- Pull, double check, and pack product for counter customers
- Create transfers for customers if product is not available
- Check on parts, pricing and availability from outside vendors for customers
- Put away counter stock daily
- Fill pipe racks daily
- Face shelves daily
- Write bids
- Process returns and debit memos
- Process warranties
- Other duties as assigned

Qualifications:

- Previous counter experience preferred
- Good interpersonal and communication skills
- Comfortable working in a fast-paced environment
- Ability to multi-task
- Must possess a high level of customer service