



F.W. WEBB COMPANY

Job Posting

Position Title: Credit / Warranty Clerk

Location: Buffalo, NY

Reports To: Operations Manager

Pay Range: \$21.00 - \$26.00 per hour

Responsibilities:

- Check in and inspect customer returns
- Process Credit orders for customer Returns
- Work closely with inside sales and vendors to get RGA's
- Work directly with Customers as needed to process returns in a timely fashion
- Monitor and replenish all non-CD inventory
- Maintain appropriate inventory levels in Accuterm
- Maintain Excel database of Key Vendor contacts
- Manage and Maintain SPN inventory at the branch
- Assist in general warehouse duties when needed
- Other duties as assigned

Qualifications:

- Experience with computer-based inventory management systems
- Good written and oral communication skills.
- Detail oriented and strong follow-up skills
- Experience and knowledge of warehouse and inventory control systems and operational processes
- Must possess a high level of customer service

We are unable to sponsor employment visas now or in the future, and applicants must be authorized to work in the United States.