



F.W. WEBB COMPANY

## Job Posting

Position Title: Counter Associate

Location: Elmwood Park, NJ

Reports To: Operations Manager

Pay Range: \$22.00 - \$27.00 per hour

### Responsibilities:

- Greet customers and create a positive FW Webb experience
- Assist customers with placing orders and checking inventory
- Pull, double check, and pack product for counter customers
- Check on parts, pricing and availability from outside vendors for customers
- Face shelves, put away counter stock, and restock pipe racks daily
- Create transfers for customers, if product is unavailable
- Process returns, debit memos, and warranties
- Write bids
- Effectively multitask in a fast-paced work environment
- Other duties as assigned

### Qualifications:

- Previous counter experience preferred
- Must be customer service focused and quality oriented
- Good communication and interpersonal skills