



F.W. WEBB COMPANY

Job Posting

Position Title: Will Call Associate

Location: Manhattan, NY

Reports To: Store Manager

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

Responsibilities:

- Process Will Call orders in a professional and timely manner, ensuring accurate fulfillment of customer request
- Greet and assist customers at the Will Call desk, providing excellent customer service and addressing inquiries or concerns
- Load and unload trucks
- Put stock away in appropriate areas
- Check in material from vendors
- Keep work areas neat and clean
- Other duties as assigned

Qualifications:

- Strong attention to detail and accuracy in processing orders and handling transactions
- Ability to multitask and prioritize task in a fast-paced environment
- Must possess a high level of customer service
- Good interpersonal and communication skills
- Must adhere to all safety standards