



F.W. WEBB COMPANY

Job Posting

Position Title: Management Trainee – Entry Level
Location: New York
Reports To: Senior VP of Operations
Pay Range: \$65,000 - \$80,000 annually

In this role at our facility, you will gain an in-depth understanding of our operations that will prepare you for potential leadership roles. Trainees will gain a complete knowledge of our company through a comprehensive training program that includes spending time with our Sales and Quality Control departments and in the field working with contractors. Responsibilities include working on our Continuous Improvement Program analyzing, revising and training employees on our audit operations procedures.

For this entry-level position, we are seeking recent college grads with 1-4 years of experience (new grads who are the right candidate will also be considered.) The successful candidate will have strong interpersonal, customer service and PC skills and be capable of sticking with this intensive program long enough to move up within the company.

Responsibilities:

- Create and/or update operational processes and procedures
- Participate in CIP audits at branch and store locations
- Prepare and communicate audit results
- Work with managers on projects for branches and stores
- Review matrix and complete reports for managers
- Other duties as assigned

Qualifications:

- Bachelor's degree required
- Must have sound analytical skills
- Comfortable working independently
- Good interpersonal and communication skills
- Ability to multi-task
- Must possess a high level of customer service
- Working knowledge of Excel required
- Travel to other company locations as