



Purvis Industries is looking for an experienced Branch Manager to assign and direct all work performed in the branch and to supervise all areas of operation. The ideal candidate will manage staff and foster a positive environment, while ensuring customer satisfaction and proper branch operation. The successful candidate will have a hands-on approach and will be committed to the expansion and success of the business by implementing strategies that increase productivity and enable sales targets achievement.

Job Duties:

- Assess local market conditions, identify current and prospective sales opportunities and develop forecasts, financial objectives and business plans for the branch.
- Recommend desirable changes in the policies and goals of the branch and the organization.
- Assist Regional Manager in developing branch and organizational objectives.
- Communicate effectively with other branches and senior managers by sharing information on effective practices, competitive intelligence, business opportunities and needs.
- Address customer satisfaction issues promptly.
- Cooperate fully with the Credit Department in extending and enforcing credit policy.
- Participate actively in community, business and industry organizations to build a network of contacts that improve the presence and reputation of the branch and company in the local area.
- Achieve the profitability goals/objectives of the division/branch and organization.
- Assume overall accountability for revenue, margins, mix and market share objectives.
- Manage and grow existing distribution accounts from an operations level.
- Analyze data for trends and develop and execute "value added" programs.
- Assist in creating and implementing programs to drive sales and improve margins.
- Participate in operations meetings and prepare required reports.
- Work collaboratively with area suppliers' sales directors and manufacturers' rep organizations.
- Hire, train and supervise sales staff.
- Increase knowledge of industry and products as well as management and finance disciplines.

Job Requirements:

- Problem-solving and analytical ability.
- Motivated self-starter, comfortable in fast-paced environment.
- Demonstrated integrity and ethical standards.
- Professional demeanor.
- Experience monitoring marketplace to identify business opportunities.
- Technical expertise and knowledge of company products.
- Effective listening, communication (verbal and written), and negotiation skills.
- Strong leadership, motivation and managerial skills.
- Judgment and decision-making ability.
- Manages time effectively and adapts quickly to changing priorities.
- Team player who works productively with wide range of people.
- Proven history of profit and loss management to maximize financial performance.
- Complies with equal employment opportunity laws, regulations and company policies related to discrimination in hiring, firing, promotion and compensation, including sexual harassment.
- Demonstrated competency hiring, developing and evaluating employees to achieve corporate and personal objectives.



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- Strong project management and multi-tasking skills.
- Superior organizational skills.
- Experience developing and implementing business plans and goals.
- Demonstrated success managing inventory, including auditing, forecasting and planning.
- Experience managing warehouse facilities.
- Knowledge of Microsoft Office Suite, inventory/warehouse management and distribution software.
- Demonstrated success meeting sales goals and growing sales.

Education and Experience:

High school diploma (Bachelor's degree preferred).

Minimum 1 year in similar position (4 years preferred)

Minimum 3 years in progressive position (4 years preferred).

Product/applications experience required.

Supervisory experience preferred.

Purvis Industries offers a professional environment with competitive salary and benefits that include medical, dental/vision, Life, and 401k matching, as well as an aggressive vacation schedule. **Purvis Industries is an Equal Opportunity Employer, and promotes a drug free workplace.**



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