



Are you looking to begin your career in the Industrial Distribution Industry? Purvis Industries is growing, and is seeking motivated individuals for immediate hire. We currently have a need for a Warehouse/Delivery Driver and Inside Sales Trainee. Qualified individuals must meet the following requirements:

Warehouse/Delivery Driver Responsibilities:

- Employee must be able to lift product up to 70 pounds on a daily basis.
- Must be able to accurately identify products, and have the ability to learn about products being sold by the company.
- Identify incoming shipments, compare products received to the packing slip, noting any differences and forward packing slip to Order Processing in a timely manner.
- Stock products on shelves in a first in first out order.
- Pull products based on delivery ticket and double check the order for accuracy.
- Responsible for packing and shipping orders to customers as well as transfers to other branches.
- Maintain and clean warehouse area. Warehouse isles should not be blocked with product.
- Responsible for processing UPS and motor freight shipments.
- Investigate inventory discrepancies.
- Delivery of ordered products to customers in a timely manner, with attention to detail and accuracy in checking all deliveries.
- Assist Branch and Operations Managers in other areas as needed.

Inside Sales Responsibilities:

- Process incoming internal and external customer inquiries via phone, fax, email, mail, or online, and assist outside sales in quotes and/or orders.
- Input customer orders, quotes, bid, etc. for products.
- Purchase of product to fill said orders.
- Quote and sell our supplier's products that provide value to our customers and a fair profit to the Company.
- Identify, contact, provide quotes, and close orders on potential and targeted customers.
- Use electronic and published catalogs to provide product, pricing and availability information to customers.
- Solve or request management's assistance to quickly solve customers' problems.
- Increase sales and average order size by means of cross-selling, up-selling, add-on sales and offering promotional sales items as well as new products.
- Promote and sell overages and discontinued items.
- Handle customer complaints and returns, while showing a positive attitude.
- Provide after-hours support for internal and external customers, as needed.



- Maintain and expand knowledge of Purvis products, so that these products can be presented professionally to our customers and potential customers.
- Obtain knowledge of competition's pricing provided to customers, along with their products, financial data, sales numbers, and profit margins.
- Provide the best service in the industry to our customers.

Other Requirements:

- Looking for individuals who are seeking long-term employment and **not** someone who is content doing only temp assignments.
- Dependability and reliability a must.
- Must be clean cut - no earrings for males, no visible tattoos, and clean-shaven.
- High school diploma required.

Must meet the following for Driver Eligibility:

- Must be 18 years of age or older
- Must have a minimum of 2 years driving experience
- No more than 2 moving violations in the past 18 months (i.e.: speeding, failure to yield, failure to stop, no safety belt, etc.)
- No more than 3 moving violations in the past 36 months
- No more than 1 at fault accident with no bodily injury and 1 moving violation in the past 3 years
- No more than 1 at fault accident with bodily injury in the past 3 years

Purvis Industries is an Equal Opportunity Employer, and promotes a drug free workplace