

Title: Distribution Associate



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Begin your career in the electrical wholesaling industry. No experience required, just a drive to succeed. This entry level position is an opportunity to advance into technical sales.

Learn electrical products and distribution in our warehouse. Move to counter sales, customer service, outside sales and even management. Free training courses, continuing education opportunities.

Reports to: Warehouse Supervisor

Customers served: External – All Summit customers; Internal – Other warehouse associates and sales associates

Essential Qualifications and Experience

- Excellent driving record
- Time management – strong ability to organize and manage multiple priorities
- Excellent interpersonal and communication skills, oral and written
- Flexibility – ability to effectively adapt to change
- Strong customer service orientation

Beneficial Skills and Experience

- Previous warehouse or driver experience
- Ability to perform duties with minimal supervision
- Aptitude for training

Role Summary

- Pull customer tickets to fulfill orders.
- Prepare orders for shipment to customers.
- Load and unload Summit trucks and safely deliver products to customer locations.
- Receive and stock products on a daily basis to replenish inventory.
- Understand products and their capabilities and warranties.
- Assist sales associates in fulfilling customer orders when necessary.
- Ensure warehouse and respective outside areas are neat and clean at all times.

Physical Challenges

Ability to lift 50+ pounds on a regular basis

Ability to operate standard warehouse equipment

Ability to operate commercial vehicles (for drivers only)

Please note: This job description provides a summary of key responsibilities of this position, but it is not an inclusive list of all duties associated with this position. Also, the existence of this job description does not in any way negate Summit's "at will" employment status. The president of Summit Electric Supply may change or eliminate this job description at any time upon giving notice to the associate services director.

FLSA Status: non-exempt