

Wholesale Manager

- Developing new business relationships and maintaining existing ones with suppliers to ensure adequate supply of products
- Researching new product lines and developing new business opportunities for the company
- Negotiating contracts with vendors to ensure that terms are fair for both parties
- Monitoring inventory levels to ensure that products are available when needed
- Ensuring that products are stored properly to eliminate spoilage or damage
- Preparing budgets, cash flow forecasts, and other financial reports for management review
- Reviewing sales reports on a regular basis to identify opportunities for inventory turnover or markdowns
- Setting up computerized inventory tracking systems to monitor product sales and inventory levels
- Developing and implementing marketing strategies to promote products and increase sales volume
- Putting in orders for customers
 - Keeping track of customer credits and swap outs
- Collecting payments
 - If cash, verify the correct amount was received and then deposit money in the business account.
- Watch the driver's overtime
 - When the driver gets back before the scheduled shift ends, they are to help in the warehouse.
- Check in with warehouse managers on what's new
- Communicate with purchasing about what customers are asking for or request for higher quantity.
- Any special projects assigned
- **Vehicle provided is for work only**, if you are not working use your personal vehicle.
 - You are allowed 1 errand on your way home, within a reasonable distance
 - If you are caught using the vehicle outside of using for work,
 - first offense is loss of taking vehicle home for 3 months
 - Second offense is termination
- If you get into an accident while using the company car, not during the usual course of business you will be terminated.
- Company laptops are for work use only, not for personal use for any reason, at any time owners can ask to use your laptop.
- Any purchases on the company card need a receipt, write your name, what it was for, and if you can write which store it was purchased for.
 - Any purchases made outside of work usage, will result in termination
- If you are given a task by Kaylyn or Supreet it needs to be completed by a reasonable time frame or the one provided and needs to be enforced.

The specific duties of a wholesale manager include formulating strategy, improving performance, procuring material/resources and securing compliance. You should be ready to mentor your team members, find ways to increase quality of customer service and implement best practices across all levels.

****We trust you to help us remain compliant, efficient and profitable during business.**