



**TRUCKEE TAHOE
LUMBER COMPANY**

Incredible management opportunity at a rapidly growing lumber company, Truckee Tahoe Lumber. This job will be located in Sparks, Nevada at our newest location. Abundant salary and a great opportunity to get involved with our company as we continue to grow and branch out across the industry.

Truckee Tahoe Lumber has been successful for over 87 years. Currently we are located in 3 locations including Truckee, Tahoe City and Sparks, NV. This job will be located in Sparks Nevada at our newest location opening at USA Parkway in Sparks, NV.

GENERAL MANAGER:

Under the supervision of the President/CEO, the VP and General Manager of Tahoe/Reno Industrial (TRIC) Center Cut Yard is responsible for the execution of day-to-day task management. This employee leads, plans, directs and manages the operation of the TRIC Cut Yard by performing the following duties personally or through delegation to leadership of department heads engaged in carrying out their goals, objectives, policies, program and services. This employee will be responsible for providing leadership and managing a skilled, knowledgeable and helpful sales and operations staff, in a professional, profitable and efficient manner in order to achieve return and capital creation to allow for growth.

Annual Salary will be determined on experience.

ESSENTIAL FUNCTIONS

- 1. Provide excellent customer service and continually develops customer, vendor, business and community relationships.**
- 2. Develop annual sales and operations budgets and goals.**
- 3. Monitor sales and performance goals for TRIC in operations.**
- 4. Monitor expenses to budget and performance goals of TRIC, identifies problems and takes corrective action as necessary.**
- 5. Develop and implement strategies to target specific customers or markets with the goal of increasing sales.**
- 6. Monitors job site feedback and provides customer service and support as necessary.**
- 7. Manages a quality assurance program that encompasses all areas of the Cut Yard.**
- 8. Manages warranty and repair, compiling statistics to determine patterns that can be corrected during the ordering, sales, or delivery process. Also manages quality assurance, and any installation or product issues.**

9. Monitors competitors' sales performance and assists with creating strategies to gain market share.

10. Responsible for interviewing and hiring all TRIC staff.

11. Responsible for product development, display and vendor relations.

12. Researches and resolves product and service discrepancies as necessary.

13. Oversees the duties and responsibilities of all employees in the areas of operations, inventory control, internal procedures as they are in the policy and procedures manual, the special order tracking system, shipping and receiving of goods, coordinating logistics, dispatch, and general office management.

14. Oversees cut yard production capacity, quality, purchasing, scheduling, training, safety, inventory control, and is the interface with sales. Also oversees fulfillment in the areas of receiving, warehousing, delivery and dispatch, coordinating of logistics, will call, safety, facility management, vehicle maintenance, and customer interface.

15. Identifies and proposes expansion of facilities and equipment.

Supervisory Responsibilities

Leads and manages TRIC Cut Yard Employees. Is responsible for the overall direction, coordination, and evaluation of TRIC. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

Bachelor's degree is preferable or years of related experience within a customer-service driven environment and 5-10 years in management. Experience must also include successful management of disparate disciplines, i.e. finance, operations, administration and marketing.