



Job Title: Inside Sales Representative / Warehouse Manager

Industry: Electrical

Location: Nashville, TN

Reports To: General Manager

Job Overview

We are seeking an energetic and detail oriented Inside Sales Representative / Warehouse Manager to join our team in the electrical industry. This dual-role position involves both managing customer sales inquiries and overseeing warehouse operations. The ideal candidate will have strong communication skills, a good understanding of electrical products, and the ability to efficiently manage inventory and warehouse processes. You will play a crucial role in driving sales, ensuring timely product availability, and maintaining a well-organized warehouse.

Key Responsibilities

Inside Sales Representative Duties:

- Respond to incoming sales inquiries and provide quotes for electrical products.
- Develop and maintain relationships with new and existing customers to drive sales growth.
- Collaborate with the sales team to meet sales targets and objectives.
- Provide technical support and product recommendations to customers, ensuring they receive the right solutions for their needs.
- Process orders, track shipments, and ensure timely delivery of products.
- Manage customer accounts and assist with order fulfillment, returns, and exchanges.
- Maintain up-to-date product knowledge on electrical equipment, components, and market trends.
- Monitor and follow up on customer orders to ensure customer satisfaction.

Warehouse Manager Duties:

- Oversee day-to-day operations of the warehouse, ensuring the smooth receipt, storage, and distribution of products.
- Manage inventory control processes, including stock levels, stock rotation, and replenishment.
- Organize and supervise the loading, unloading, and stocking of electrical products.
- Ensure all products are correctly labeled, packaged, and stored to maintain inventory integrity.
- Implement safety and compliance procedures in accordance with company and industry standards.
- Prepare orders for delivery, including picking, packing, and staging products for shipment.
- Coordinate with delivery teams to ensure timely dispatch of orders.
- Perform regular inventory audits and assist in cycle counts as needed.

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Qualifications:

- High school diploma or equivalent (bachelor's degree preferred).
- Minimum of 2 years of experience in sales or customer service, preferably within the electrical industry.
- Prior experience in warehouse management or logistics.
- Strong knowledge of electrical products, tools, and industry standards.
- Excellent communication and interpersonal skills.
- Ability to multitask and prioritize in a fast-paced environment.
- Proficient in using inventory management software and CRM systems.
- Basic understanding of warehouse equipment (forklifts, pallet jacks, etc.) is a plus.
- Strong problem-solving skills and attention to detail.

Physical Requirements:

- Ability to lift up to 50 pounds and stand for extended periods.
- Comfortable working in a warehouse environment with occasional exposure to noise and varying temperatures.

What We Offer:

- Competitive salary and compensation structure.
- Health and dental benefits.
- Paid time off (PTO) and holidays.
- Opportunities for professional development and growth within the company.
- A supportive and dynamic work environment.

How to Apply:

Interested candidates are encouraged to submit their resume and cover letter careers@frminc.com. We look forward to hearing from you!

This dual-role position is designed to help streamline operations while maximizing customer satisfaction and sales. If you are someone who thrives in both customer-facing and hands-on operational roles, we would love to have you on our team.

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