



PAINT STORES GROUP JOB DESCRIPTION

JOB TITLE: Manager Trainee/MTP
GEMS TITLE: PSG.Sales.MTP...
STATUS: Non-Exempt
REPORTS TO: Store Manager

DATE: March, 2007

CORE COMPETENCIES:

Results Orientation:

- * Proven record of high performance

Interpersonal Skills:

- * Develops positive relationships with others to better accomplish work goals.
- * Effectively meets customer needs and builds productive relationships by treating each customer like a GUEST.
- * Clearly conveys information and ideas to others in a manner that helps them understand and retain the message.
- * Presents products and services to customers in a manner that provides solutions and benefits, and strengthens the Sherwin-Williams name.

Leadership Skills:

- * Actively participates as a member of a team to help the store achieve its goals.

Business/Management Skills:

- * Uses people, resources and information to make good decisions.
- * Effectively manages time and resources to ensure that work is completed efficiently.
- * Possesses appropriate levels of knowledge of core product offerings and operational aspects of job responsibilities.

Professional Qualities:

- * Sets high standards of performance for self; assumes responsibility and accountability for successfully completing assignments or tasks.
- * Demonstrates honesty and the ability to avoid what is wrong and stand up for what is right.
- * Maintains effectiveness when experiencing changes in work and adjusts effectively to new work processes, situations and requirements.

ESSENTIAL DUTIES:

Marketing

- * Understand the store's mission in the market.
- * Review the store's market development plan and requirements.
- * Assist in collecting market information on customers and competitors.
- * Assist in estimating customer potential and the store's market share.
- * Identify competitor strengths and weaknesses and S-W's competitive advantages.

Operations

- * Ensure wholesale and retail customers are serviced appropriately to meet their expectations.
- * Ensure all customer orders are accurately prepared and records maintained.
- * Learn how deliveries are prepared to meet customer requirements.
- * Learn how deliveries are received and documented.
- * Learn how to identify and document customer and/or project information for Sales Rep follow-up.

ESSENTIAL DUTIES, (CONT'D)

- * Learn how to identify and document wholesale lead information for communication to the Manager or Sales Rep.
- * Assist in merchandising the store according to district or company guidelines, including monthly promotional package, sales floor displays, etc.
- * Learn how to determine store inventory levels to maximize sales and inventory turns.
- * Assist in conducting physical inventory in a timely and accurate manner.
- * Perform/direct the processing of daily batch paperwork.
- * Learn District pricing guidelines.
- * Make outside sales calls as directed by Manager.
- * Maintain facility to S-W standards through proper maintenance, repair and housekeeping.
- * Identify facility problems and make recommendations.
- * Ensure safety, loss prevention and security practices are followed according to policy and correct or report non-compliance.

Financial/Credit Management

- * Prepare paperwork for processing bills and pay bills as required.
- * Obtain information needed to open an account, both cash and charge.
- * Learn the accounts receivable system and identify corrective action needed and potential problems and alert the Store Manager and/or District Credit Manager.
- * Learn credit collection activities.
- * Learn how to interpret and resolve problems related to management reports.

PHYSICAL REQUIREMENTS:

- * Employee is required to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. frequently and up to 100 lbs. on occasion. May assist with handling drums of material in excess of 100 lbs.
- * Employee will spend approximately 40% of the day sitting, 20% standing, 20% walking, and 20% stooping, climbing and kneeling.
- * Employee is required to tint paint, therefore, must have good color perception.
- * Employee must be able to drive a car or van.
- * Employee must be able to operate a hand truck/and or material handling equipment in stores that have such equipment.
- * Employee must be able to operate a computer and communicate via the telephone.

OTHER REQUIREMENTS:

- * Bachelor's degree is required, preferably in a business and/or marketing field.
- * Prior sales, customer service and/or paint experience is preferred.
- * Ability to work all scheduled hours.
- * Employee must have a valid driver's license.
- * If usage of employee's own vehicle is required, employee must obtain appropriate insurance as defined by Corporate Policy.

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required of an employee so classified. Depending upon an employee's experience, training and development, more discretion may be given to carry out the listed duties.