



## JOB DESCRIPTION

POSITION:	Acquisition-Inventory Manager	FLSA EMPLOYMENT STATUS:	
DEPARTMENT:	Operations	Regular	
REPORTS TO:	President	Temporary	
LOCATION:	Kent, OH	Full-Time	<b>X</b>
PREPARED DATE:	July 19, 2022	Part-Time	
		Intern/Trainee	

Under the direction of the President, this position is responsible for successfully managing all pre-owned equipment acquisitions, inventory modification, and preparation for sale. Successful pre-owned equipment acquisition involves finding, assessing, negotiating, and managing all pre-owned equipment acquisitions and inventory. Successful equipment acquisitions result in profitable equipment sales and projects within budgets for labor, parts, and the scheduled time.

R.W. Martin is proud of our reputation as a high-value supplier of quality pre-owned and reconditioned laundry equipment. Our customers rely on our expertise and knowledge of many different types and brands of laundry equipment. As an employee of R.W. Martin, we expect a commitment to professional growth through continuing education to provide our customers with the most diverse knowledge base in the industry.

### **Essential Duties and Responsibilities:**

- Finding, assessing, and managing pre-owned equipment inventory acquisitions:
  - Help generate and drive all leads regarding pre-owned equipment acquisition opportunities
  - Perform complete information collection process to access prospective inventory adequately
  - Manage and perform, with the pre-owned sales team, sales analysis process to determine the market potential of each piece of equipment and develop a profitable acquisition plan and offer.
  - Negotiate acquisition terms resulting in a successful outcome and profitable inventory opportunity.
  - Manage pre-owned acquisition decommissioning, rigging, logistics, and receipt of goods.
  - Manage freight, including Bills of Lading and coordination with freight brokers
  - Manage Inventory Receipt Process, including the ERP system and inventory assessment, to ensure machines are correctly received, assessed, and channeled to the determined pre-sale path for further evaluations, repairs, and sale preparation.
  - Work with Operations Manager to schedule and supervise shop technicians and warehouse personnel based on skills, workload, and competing priorities to complete inventory pre-sale process.
  - Coordinates with Office staff to ensure the maintenance of accurate and timely records for project processing, job costs, shipping and receiving, and sales support.
  - General technical equipment knowledge is helpful.
  - General knowledge of rigging and logistics principles to ensure successful machine decommissioning, removal and shipping.
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- Demonstrates attention to detail and follow-through
- Other duties as assigned

Always assume full responsibility for assigned work and try to relieve the Manager of job details whenever possible. Acquaint self with all aspects of the position and fully understand specific responsibilities and authority. Perform all other duties as assigned

### **Administrative Duties**

- Creates and documents repeatable systems for all job functions to ensure continuous improvement.
- Ensure accurate logistics, accounting, and inventory data for profitable equipment transactions.
- Cooperatively works with the entire team to continuously improve all areas of their job function, enabling future division growth and success
- Maintain accurate safety and training records on company equipment
- Maintains correct departmental records and information accessed by all team members

### **Fiscal Responsibility**

- Assumes overall responsibility for the financial success of equipment acquisitions to improve the company's ability to discover, assess and perform equipment acquisitions and inventory pre-sale performance.
- Assess all acquired equipment and acquisition projects to determine their viability after the initial training period.
- Present all acquisition opportunities to the President for review and approval.
- Once an acquisition project is approved, authorized to issue decommission and logistics purchase orders.

### **Special Requirements**

- Responsible for ensuring that all employees and contractors properly utilize safety equipment
- Maintain personal image to meet or exceed company standards.

### **Knowledge Skills and Abilities**

- Possess sales and negotiation skills used to define, collect information, assess, and 'win' equipment acquisition opportunities.
- Project Management skills to properly manage decommissioning and logistics of equipment acquisitions.
- Supervisory skills to manage the team to assess the equipment and determine the work required to modify the equipment into 'saleable' condition.
- Analytical skills to assess acquisition and equipment viability.
- Analytical skills to manage all processes within the department and continuously assess performance to build on previous experience to improve future performance.



### **Other Duties and Responsibilities**

- Provide backup support for equipment reconditioning, installation, and service projects as requested.
- Communicate effectively with coworkers through cooperation and encouragement, inspiring enthusiasm, and motivation.
- Service customers to reflect the company's objective to be 'the partner our customers rely on.'

### **General Requirements**

- Possess the ability to provide and receive constructive feedback
- Possess the skills to develop plans to accomplish work
- Cooperate by being pleasant and professional with all coworkers displaying a good-natured, cooperative attitude, and encouraging people to work together.
- Works well under pressure with limited time, direction, and guidance to complete work promptly and accurately. The job requires persistence in the face of obstacles.
- Demonstrate attention to detail and follow-up skills.
- Strong interpersonal skills to interact with diverse groups of customers and vendors.
- Patient and professional attitude while dealing with customers and vendors.
- Read and interpret documents and signage such as safety rules, operating and maintenance instructions, and procedure manuals.
- Assist coworkers in solving work-related problems.
- Familiarity with business computer concepts and applications such as Microsoft Word, Excel, and Outlook. Skilled at utilizing an ERP system, HubSpot CRM, and Service modules

### **Education and/or Experience**

Requires knowledge ordinarily acquired from a high school diploma or related field plus several years of work experience OR an equivalent combination of education and work experience

### **Physical Demands**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 25 pounds. The employee may be asked to occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision.

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**Work Environment**

The work environment characteristics described here represent what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Work settings include environmentally controlled indoor Office and Shop spaces and not-environmentally controlled Warehouse. The noise level in the work environment is usually moderate and occasionally loud. Periodic travel (less than 10%) will be required for this position to assess, negotiate and manage acquisitions.

**Working Conditions**

Safety equipment is required at various times, including but not limited to: uniforms, safety eyewear, gloves, respirators, leather shoes or boots, hard hats, fall protection, and ear protection.

General working hours are 40 hours per week with occasional overtime as approved by the Manager.

**Credentials**

Must possess a valid motor vehicle operator's license.

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

*R.W. Martin is an equal opportunity employer that is committed to diversity and inclusion in the workplace. Accordingly, we prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. R.W. Martin makes hiring decisions based solely on qualifications, merit, and business needs at the time.*