



## **JOB DESCRIPTION**

**JOB TITLE:** Intern

**JOB CLASSIFICATION:** Non-Exempt, Part-Time

### **SUMMARY:**

CED's internship is designed for candidates who are sales oriented and interested in sales or management. Our highly structured 10–12-week introductory course is paid and will provide candidates a working knowledge of the industry by exposing them to all aspects of the electrical distribution field through a combination of mentoring and on-the-job training. The program requires a strong commitment from each participant and encompasses, but is not limited to, warehouse operations, shipping and receiving, counter sales, sales and interpersonal skills, customer relations and CED business philosophy. Our interns will have the opportunity to work on special projects such as market sales or customer analysis, as well as other projects custom designed by the management team and the intern.

**REPORTS TO:** Profit Center Manager

### **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age
- Current, valid driver's license with acceptable driving record
- Authorization to work in the United States (without requiring work authorization sponsorship by CED now or in the future)

### **PREFERRED QUALIFICATIONS:**

- Strong negotiation skills
- Proficiency with Microsoft Office Suite software
- Detail oriented
- Ability to solve problems
- Must be a self-starter who can handle a heavy volume of work and be able to handle multiple tasks at the same time

### **WORKING CONDITIONS:**

Conditions vary based on the intern's current segment of the training and will include warehouse, office and external environments. During some segments, activities will include lifting, sorting, standing, possible extreme heat/cold conditions. Office segments may include sitting for extended periods.

**SUPERVISORY RESPONSIBILITIES: NO**

**ESSENTIAL JOB FUNCTIONS:**

- Learning all aspects of the CED business
- Communicating – both written and spoken – in English.

**NOTE:** Because positions may evolve due to the needs of the business, this job description may not list all essential functions and is not designed to contain a comprehensive listing of all required activities, duties, or responsibilities. Other essential functions, duties, responsibilities, and activities may be assigned at any time; with or without notice.

**CED is an Equal Opportunity Employer - Disability | Veteran**



## **JOB DESCRIPTION**

**JOB TITLE:** Management Trainee

**JOB CLASSIFICATION:** Non-Exempt

### **SUMMARY:**

CED's Management Training program is tailored to sales-minded candidates seeking management positions in an evolving industry. CED is a privately held company with more than 750 locations. Management Trainees are taught every aspect of CED's business in order to run their own multi-million-dollar location upon completion of the training.

On-the-job training lasts for 2-3 years and includes rotations in warehouse, counter sales, accounts payable, accounts receivable, financial statements, purchasing, account management, project management, inventory management and business development. Throughout the program, trainees attend multiple sessions focused on electrical products, sales, and management.

While the position provides real on-the-job training, there is also online training related to electrical systems, sales, and management. No prior industry experience is necessary: we give you the tools needed to be successful with CED. The ideal candidate possesses outstanding communication skills, is geographically flexible, and thrives in a fast-paced, multi-faceted industry.

**REPORTS TO:** Training Manager

### **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age
- Bachelor's Degree - will consider related experience in lieu of degree
- Current, valid driver's license with acceptable driving record
- Authorization to work in the United States (without requiring work authorization sponsorship by CED now or in the future)
- Ability and willingness to relocate during and upon completion of the program

### **PREFERRED QUALIFICATIONS:**

- Sales or customer service experience

**ADDITIONAL COMPETENCIES:**

- Leadership Skills
- Self-Motivated
- Competitive
- Team Oriented
- Entrepreneurial Spirit
- Exceptional Interpersonal & Communication Skills
- Effective Problem-Solving Skills

**WORKING CONDITIONS:**

- Conditions vary based on the trainee's current segment of the training and will include warehouse, office, and external environments.
- During some segments, activities will include lifting, sorting, standing, and possible extreme heat/cold conditions.
- Office segments may include sitting for extended periods.
- Various segments will include some travel – both by car and by air.

**SUPERVISORY RESPONSIBILITIES: NO****ESSENTIAL JOB FUNCTIONS:**

- Learning all aspects of the CED business
- Attending classes in various locations
- Communicating – both written and spoken – in English.

**NOTE:** Because positions may evolve due to the needs of the business, this job description may not list all essential functions and is not designed to contain a comprehensive listing of all required activities, duties, or responsibilities. Other essential functions, duties, responsibilities, and activities may be assigned at any time; with or without notice.

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## **JOB DESCRIPTION**

**JOB TITLE:** Credit Management Trainee

**JOB CLASSIFICATION:** Non-Exempt

**SUPERVISORY RESPONSIBILITIES:** NO

### **ESSENTIAL JOB FUNCTIONS:**

#### **SUMMARY:**

Work side-by-side with an experienced CED Credit Manager to learn all aspects of Financial Management in the electrical wholesaling industry. This 24- to 36-month program prepares you for the role of Credit Manager – maximizing sales while protecting the assets of the company.

**REPORTS TO:** Credit Manager

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in a Business curriculum
- Strong desire to work in a Sales and Marketing environment
- Ability and willingness to relocate within the United States after training

### **WORKING CONDITIONS:**

This position operates in a professional office environment which may require sitting for extended periods.

### **COMPENSATION:**

The compensation range for this position is \$55,000.00 to \$60,000.00 annually

### **OTHER COMPENSATION:**

The following additional compensation may be applicable for this position:

- Profit Sharing

### **BENEFITS:**

- Insurance - Medical, Dental, Vision Care for full-time positions
- Disability Insurance
- Life Insurance

- 401(k)
- Paid Sick Leave
- Paid Holidays
- Paid Vacation
- Health Savings Account (HSA) and matching
- Dependent Care Flexible Spending Account (FSA)
- Teledoc
- Paid Pregnancy & New Parent Leave

**SUPERVISORY RESPONSIBILITIES:** No

**ESSENTIAL JOB FUNCTIONS:**

- Learn about the financial aspects of CED's business and of the electrical wholesaling industry in general
- Participate in customer visits
- Gain understanding of construction laws

**NOTE:** This job description is not designed to cover or contain a comprehensive listing of all required activities, duties or responsibilities. Other duties, responsibilities, and activities may be assigned at any time; with or without notice.

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### **Job Summary - Description – FactoryXT Marketing Manager**

The FactoryXT Marketing manager at CED Industrial Solutions Network (ISN) will spearhead all marketing efforts for the business unit.

This individual will deeply understand our target audience’s challenges and can explain how our offering helps solve customer problems. This role closely collaborates with business leadership, internal marketing peers, vendor partners, and sales reps to shape effective marketing content.

Ideal location would be in one of our division cities of: Dallas, Kansas City, Louisville, Pittsburgh, Portland or Los Angeles.

### **Minimum qualifications**

- Strong written and verbal communication skills
- Marketing and communications experience
- Understanding of industrial manufacturing business market space
- Firm grasp of ways to develop strategic marketing campaigns
- Work independently with minimal supervision

### **Preferred qualifications**

- Bachelor’s degree in business, marketing or related field
- 5-10 years of experience in a related field.
- Experience leading or managing omnichannel marketing strategy and execution
- Grasp of software engineering, computer science, IT or a related field

### **Working Conditions**

This position operates in a professional office environment and may require extended periods of sitting. Travel to industry and customer events may be required but is expected to be less than 25%.

### **Essential Job Functions**

- Lead the execution of FactoryXT branding of the customer offering and business value proposition
- Refine the customer value proposition and work with business leadership to build customer awareness and engagement through effective campaigns, promotions and events.
- Outline marketing deployment timelines for annual/quarterly planning
- Craft the FactoryXT storytelling vision and voice
- Develop and lead FactoryXT marketing content to include web and social media.
- Shape marketing campaigns that target prospective customers and work with vendor partners for content and priorities.

- Align all marketing copy with CED ISN brand ideals
- Educate other departments on current messaging.
- Build relationships with external vendors and key stakeholders
- Assist in the development of the sales strategy and customer buying journeys.
- Lead the prospecting and nurturing of leads and sales targets.
- Understand and contribute to the FactoryXT sales process. Ensure the sales process is documented and lead the prospecting efforts alongside sales leadership.
- Convert prospects into paying customers through consistent communications and lead nurturing