

ASSISTANT GENERAL MANAGER

LEWIS is a leading business products distributor offering a full range of paper, office supplies, packaging and related supplies to businesses of all sizes. We have been in business since 1982 and operate distribution centers in Illinois, Indiana, Michigan and Colorado, with headquarters in Wheeling, Illinois.

We are currently looking for a candidate with the right skill set for an Assistant General Manager position in our Chicago Distribution Center. We are looking for an organized, self-motivated team player. Main responsibilities of the Assistant General Manager position will include:

- Inside Sales: oversight and training of Inside Sales Reps, with inside sales responsibilities of your own;
- Managing and assisting distribution center employees, both office and warehouse, under the supervision of and along with the General Manager;
- Overall operation of the distribution center when the General Manager is not available.

REQUIREMENTS FOR ASSISTANT GENERAL MANAGER:

- Fine paper, printing industry and/or office products experience strongly preferred;
- Experience as a customer service/inside sales representative or purchasing agent;
- Ability to relate to employees at different levels within the distribution center and within the company;
- Ability to manage employees, including enforcing company policy effectively, fairly, and consistently, following up on projects and other tasks with employees;
- Proficient on Microsoft Office; experience with FACTS or other sales software preferable;
- Good verbal and written communication, as well as interpersonal, skills;
- Excellent organizational skills and ability to handle multiple tasks in a fast-paced environment;
- High school diploma or equivalent; college preferable.

LEWIS offers a competitive salary and excellent benefits for our Assistant General Managers. Although we are ideally looking for a candidate with some management experience, the right skill set and aptitude could enable you to be a good fit for this position. If you feel you have the necessary skills and would enjoy working for an employee-friendly organization with other team players, please send your resume via email to jobrien@lewispaper.com or via fax to 847/520-4068, or apply in person between 10 am and 3 pm at 1540 S. Ashland, Chicago, IL.

Please include salary requirements.