

## Sales/Management Internship / Co-Op Opportunity Posting

Womack Electric Supply Company is looking for talented individuals with a desire to join a team of professionals dedicated to serving customers in the electrical distribution and construction marketplace.

**Opportunities available in Greenville, Raleigh, or Greensboro, North Carolina markets. Candidates will cross train in multiple departments to gain an understanding of our business. Based upon their skill set and proven aptitude, successful candidates will gravitate towards roles in operations or sales within our company.**

Founded in 1938, Womack Electric Supply serves contractors, utilities, institutional, renewable energy, and industrial customers with a broad line of electrical construction and support products nationally. Womack is part of Crescent Electric Supply Company and offers employees an ideal setting. As a part of one of the largest electrical distributors in the U.S., Womack Electric provides employees with the competitive resources and training support of a large company, but we're still small enough to remember your name when you walk in the door. We care about our employees in the same way that we care about our customers.

Career development is taken seriously. We strive to provide each and every employee with the opportunity to grow into a wide range of professional opportunities. At Womack Electric Supply Company, you will have the opportunity to develop professionally, grow personally and the flexibility to balance your life's priorities.

**Please direct inquiries/resumes to:**

**Attention: Al Stewart**

President, Womack Electric Supply  
Area VP, Crescent Mid-Atlantic Super District  
[marketing@womackelectric.com](mailto:marketing@womackelectric.com)

**Job Profile Summary** Intern will work in all areas of our business including warehouse, counter and inside sales, quotations, credit, invoicing, inventory management, pricing profiles and accounts payable. Intern will cross-train in areas of operations, sales, and management and move from department to department on a predetermined schedule to learn fundamentals while also completing product and industry training courses to prepare for a position in sales or management. Internship position could be located in the Greenville, Raleigh, or Greensboro, NC regions.

**Job Description**

**PRIMARY DUTIES:**

- Complete Electrical Distributor Guided Education (EDGE) training program.
- Complete Electrical Products Education Course (EPEC)-Bronze Level. (Silver and Gold Levels optional).
- Complete all training as outlined in the Sales/Management Trainee Program Agenda.
- Complete Product Training Curriculum.
- Complete monthly Sales/Management Trainee Report.
- Represent Crescent Electric and Womack Electric in an ethical and professional manner that will reflect favorably on the reputation of both the employee and company.
- Attend branch/company meetings and events as required. Overnight travel may be necessary.
- Adhere to all safety policies.
- Maintain housekeeping as necessary.
- Perform other duties as assigned or requested.

**SUPERVISORY RESPONSIBILITIES:**

None.

**QUALIFICATIONS:**

Individual must possess strong PC skills. Must have the ability to work quickly and accurately within time constraints and against deadlines. In addition, must possess interpersonal skills, organizational skills, be a self-starter, detail-oriented, and have the ability to multi-task and communicate effectively.

Drivers must meet Crescent Electric Supply Company and Womack Electric Supply requirements to drive company vehicles as stated in the Driving Company Vehicles policy found in the Employee Handbook and Policy Manual. No more than two moving violations in the previous twelve months and no more than four in the last three years. No major preventable accidents in the last three years. Violations of reckless driving, exceeding the speed limit in excess of 20 m.p.h., and driving under the influence are not acceptable.

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.

**EDUCATION AND/OR EXPERIENCE:**

Associate degree or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENCES, REGISTRATIONS:**

Valid driver's license.

**PHYSICAL DEMANDS:**

Ability to communicate verbally and in writing.

Most of the time standing, walking, sitting, using hands to finger/handle, feel, reaching with hands/arms, climbing or balancing, stooping, kneeling, crouching, crawling, talking, or hearing needed.

Occasionally lifting up to 100 pounds needed.

Close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on given point), depth perception (three dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) needed.

May be required to work more than 40 hours per week.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**WORK ENVIRONMENT:**

Occasionally working near moving mechanical parts with a risk of electrical shock and vibration.

Ability to travel to customer sites, company training, and vendor activities which may require overnight stays.

Often working in outdoor weather conditions.

Moderate noise level (examples: business office with computers and printers, light traffic).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.