



**Assistant Branch Manager**  
**B2B**  
**Mon-Fri 8-5**

**Location: Fairfield Maine**  
**J.S. Woodhouse**

J.S. Woodhouse is looking for a top notch B2B **Assistant Branch Manager** to act as the face of our company and respond to questions, concerns, and product troubleshooting issues. If you enjoy developing strong partnerships with your dealers and your inside and outside teammates – then J.S. Woodhouse may be the place for you!

This position requires:

- An energetic, positive and proactive attitude
- Sensitivity to the needs of our customers
- A resourcefulness to find a way to solve problems
- A sense of urgency and an action oriented mindset

Founded in 1843, J.S. Woodhouse has a long and stable history. In January, J.S. Woodhouse joined the Hayward Distributing team. Based in Columbus, Ohio, Hayward is also a stable and growing company with a proven track record of success. J.S. Woodhouse distributes agricultural, forestry and construction equipment to dealerships throughout the Northeastern U.S., including brands such as **Worksaver, Sitrex, Fransgard, and Ferri**. From your location in Fairfield, you will support a network of local dealerships throughout Maine and into New Hampshire and Vermont.

**Your responsibilities include (but are not limited to):**

- Answering inbound phone calls, primarily from dealerships
- Solve customers' tough problems and keep them happy
- Answer light technical questions about ag and construction equipment
- Ensure orders are processed in a timely manner each day
- Enter complex equipment orders accurately
- Lookup service part numbers on illustrated parts diagrams
- Coordinate dealer order pickups and shipments as well as inbound product from vendors and other branches
- Communicate with the customer in a standard and professional manner via email and phone
- Occasional light warehouse duties



**You will need:**

- Basic equipment knowledge
- Strong verbal and written communication skills
- Strong customer service orientation
- Sense of urgency
- Ability to manage competing priorities and tasks
- Desire to be part of a fast paced / continual improvement process
- Knowledge of order desk functions -- logistics, order entry, pricing, shipping.
- Ability to toggle between multiple software applications and browser windows at one time

**What sets J.S. Woodhouse and Hayward apart from other companies?**

- Our employees stay with us because they enjoy their work and our culture.
- Hayward is a family company that has built a strong reputation in the industry by treating employees and customers fairly.
- Hayward is an 80-person company with the sophistication and support necessary to let you do your job without the large company bureaucracy that keeps you from doing it.
- We care about our employees and offer benefits that include health insurance, immediately vested 401(k) matches, 14 days PTO initially with increases with tenure, holidays, and highly competitive compensation packages

**Please submit your resume and salary requirements to [shribar@selectlinx.com](mailto:shribar@selectlinx.com). EOE.**