



SOUTHERN FORMS, INC.

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June 3, 2020
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JOB OPENING -

Executive wanted to operate Southern Forms Utility Division. The ideal candidate should have experience in Purchasing and Sales of fabricated products, be familiar with ordering materials, processing materials and timely delivery to customers. Then follow up with customer satisfaction efforts to ensure repeat orders.

Southern Forms, Inc. has its offices in Guild, TN (18 miles West of Chattanooga) with most operations occurring in Marion County, TN and in Dade County, GA. The utility division is part of Southern Forms, Inc. which also has a concrete forms division. There is little interaction between the two divisions. The utility division, through vendors, fabricates and sells "pole line" hardware used in the electrical transmission industry. Major customers include TVA, Southern Companies and Florida Power and Light.

This position is a stand alone job where you are your own boss, duties include but are not limited to material procurement, vendor selection, monitoring the fabrication process, supervising shipping, quality control, sales to existing and new customers, and development of new products. The ideal candidate will be allowed to grow this division on their own with generalized oversight from the owners. This position is for one person with an admin assistant. A minimum 40 hour work week is expected Monday through Friday. Departing manager has offered to train replacement.

There is an established vendor base and customer base which is expected to be expanded: Sales for this division in 2017, 2018 and 2019 were 2.34M, 3.4M and 3.5M. Projected salary for this position is \$70,000.00 per year plus 5% net profit bonus paid quarterly. Other benefits include Health Insurance, Dental Insurance (both partially paid by employee, single or family coverage), a company provided and maintained pickup truck. Paid major holidays (6). Two weeks paid vacation after first year of employment.

The new employee is expected to comply with all government rules and regulations including but not limited to EEO, OSHA, EPA, and the IRS.

Please contact me to express your interest. A resume and/or brief description of present/last job, yourself, and primary reasons for being accepted for this job will be most helpful in determining the successful candidate. We will be conducting in person interviews this Saturday June 6, 2020 and hope to fill this position sometime next week. We respect the need to give a two week notice if presently employed.

Sincerely,
V Peter Serodino III
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