

# COLLADAY HARDWARE

A DIVISION OF WESTERN SUPPLY COMPANY, INC. HUTCHINSON, KS

## NOW HIRING

### Inside Sales/Warehouse Associate

#### JOB DESCRIPTION

The ideal candidate will be someone interested in pursuing a career with a successful 135+ year old wholesale family-owned business where customer service is our #1 priority.

This position involves both face to face counter sales and phone sales. In addition to selling standard stocked industry products, this inside sales person will provide research and quotes using supplier websites and catalogs for special order requests. Warehouse responsibilities include pulling & packing customer orders & transfers, receiving merchandise, and occasional route delivery runs.

#### SKILLS

- Personable, Good with Customers, and detail oriented.
- Some experience and knowledge of the agricultural, hardware, & industrial supply industry is desired.
- Comfortable using computers.
- Be willing to learn how to pull & receive orders using our wireless warehouse system.
- Be able to learn & operate forklifts & stock pickers safely.
- Capable of lifting 50lbs or more
- Capable of standing, stooping, pulling & pushing
- Must be able to read, speak, and communicate in English
- Must be 18 years old or older
- Good Driving Record required for local deliveries
- Must be able to pass a drug test

Hours: Full Time Hours M-F; 7:30-5:00 pm

#### COMPANY BENEFITS

Pay is based on Experience

Health & Dental Insurance, Paid Vacation, Holidays, 401K, Medical Reimbursement (FSA), Life Insurance

#### Colladay Hardware:

Colladay Hardware a wholesale hardware distributor located in Hutchinson, Kansas. We sell agricultural, farm & home, industrial, automotive, fasteners, paint sundries, and lawn & garden supplies. We service Central & Western Kansas, Oklahoma & Nebraska.

Submit your resume to: [jobs@colladayhardware.com](mailto:jobs@colladayhardware.com)

### APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE	SSN
MAILING ADDRESS			
PHONE 1	PHONE 2	EMAIL ADDRESS	
Are you 18 or older? Y or N		Are you a U.S. citizen? Y or N	
Military service? Y or N		If yes, which branch?	
Are you a veteran? Y or N		If yes, which war?	
Convicted of a felony? Y or N			
If yes, please explain.			

### POSITION AVAILABLE

What position are you applying for?			
How did you learn of the position available?			
EMPLOYMENT TYPE DESIRED	HOURLY RATE DESIRED	SALARY DESIRED	AVAILABLE START DATE
Full Time / Part Time / Temp			

### EDUCATION

SCHOOL NAME	LOCATION	YEARS ATTENDED	MAJOR & DEGREE EARNED

OTHER / APPLICABLE TRAINING	
APPLICABLE SKILLS / PROFICIENCIES	

REFERENCES – Other than previous employer or relatives			
NAME	COMPANY & POSITION	RELATIONSHIP	PHONE

EMPLOYMENT HISTORY			
EMPLOYER NAME	POSITION HELD	START DATE	END DATE
MAILING ADDRESS			
SUPERVISOR NAME	PHONE	EMAIL ADDRESS	
STARTING RATE OF PAY	ENDING RATE OF PAY	MAY WE CONTACT? Y or N	REASON FOR LEAVING
EMPLOYER NAME	POSITION HELD	START DATE	END DATE
MAILING ADDRESS			
SUPERVISOR NAME	PHONE	EMAIL ADDRESS	
STARTING RATE OF PAY	ENDING RATE OF PAY	MAY WE CONTACT? Y or N	REASON FOR LEAVING
EMPLOYER NAME	POSITION HELD	START DATE	END DATE
MAILING ADDRESS			
SUPERVISOR NAME	PHONE	EMAIL ADDRESS	
STARTING RATE OF PAY	ENDING RATE OF PAY	MAY WE CONTACT? Y or N	REASON FOR LEAVING
EMPLOYER NAME	POSITION HELD	START DATE	END DATE
MAILING ADDRESS			
SUPERVISOR NAME	PHONE	EMAIL ADDRESS	
STARTING RATE OF PAY	ENDING RATE OF PAY	MAY WE CONTACT? Y or N	REASON FOR LEAVING

**DISCLAIMER / AUTHORIZATION / LEGAL STATEMENT**

I authorize investigation on all statements contained in this application. Further, I understand and agree that my employment is for no definite period and may, regardless of the date or payment of my wages and salary, be terminated at any time without cause and without any previous notice.

I understand that any misrepresentation on this application may be reason for immediate dismissal, and that permanent employment depends on satisfactory replies from references, a favorable report on my medical examination where required, drug and alcohol testing, criminal record check, and a successful completion of a probationary period of employment.

**SIGNATURE**

PRINTED NAME	SIGNATURE	DATE

**Mail Completed Application to:**

**Human Resources  
Western Supply Company  
P.O. BOX 1686  
Hutchinson, KS 67504-1686**

**Or email to  
jobs@colladayhardware.com**