

Position Skill Sets Matrix

Category	Skill Sets	Operation & Sales													Marketing				IT			Finance/Accounting				Human Resources				Purchasing											
		branch operations manager	branch sales manager	corporate trainer	counter sales	distribution manager	district/regional sales manager	driver	field sales/outside sales/account manager	inside sales/customer service rep/supervisor	product specialist	warehouse supervisor/manager	warehouse worker	marketing analyst	marketing coordinator	marketing manager	product manager	product specialist	corporate trainer	hardware/software installation and support	system administrator	accounting manager	accounts payable	accounts receivable	collections supervisor (credit manager?)	internal auditor/cost accountant	benefits administrator	general/functional corporate trainer	HR Clerk	HR generalist	HR specialist	HR manager	payroll	buyer	planner/inventory control analyst (specialist)	purchasing clerk	purchasing manager	senior buyer			
CS	Excellent listening skills	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
CS	Excellent phone skills	x		x	x	x	x			x	x			x	x	x	x			x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x			
CS	Effective verbal & written communication skills	x	x	x		x	x	x	x	x	x	x	x	x	x	x				x	x	x	x			x	x	x	x	x	x	x	x			x	x	x			
SS	Effective negotiating skills	x	x			x	x		x	x											x						x										x	x			
BM	Developing/Implementing business plans & goals	x	x			x	x								x				x								x											x			
FM	Competency in budgeting, forecasting and planning	x	x			x	x								x	x				x																		x	x		
FM	Ability to analyze & interpret financial statements	x	x																x																						
FM	Working knowledge of basic accounting principles	x				x													x																				x		
FM	Working knowledge of advanced accounting principles																																								
FM	Background in profit/loss mgmt to maximize financial performance	x	x				x																																x		
FM	Developing/Implementing strategic sourcing		x													x												x											x	x	
FM	Knowledge of GAAP & SOX404																				x																			x	
OM	Success managing inventory, including auditing, forecasting and planning		x												x																							x	x		
OM	Managing warehouse design & facilities	x	x			x																																			
OM	Implementing & maintaining safety initiatives	x				x																																			
OM	Understand the basic inventory, warehousing & stocking procedures	x			x	x																																		x	
OM	Operates forklift in compliance with OSHA requirements				x	x		x																																x	
OM	Knowledge of logistics (carriers, shipping policies, & procedures.)	x				x	x																																		
OM	Knowledge of DOT rules & regulations	x						x																																	
OM	Lean Principles	x	x			x	x																																	x	
SS	Background in developing & implementing incentive plans to increase sales & improve profitability		x																																						

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updated 7/30/09

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		Operation & Sales										Marketing					IT			Finance/Accounting				Human Resources					Purchasing																			
GS	Comfortable in fast-paced environment	x	x	x	x	x	x		x	x	x	x	x		x	x	x	x	x		x	x	x		x	x		x	x		x	x	x	x	x	x		x		x	x	x						
GS	Self-starter	x	x	x		x	x		x		x				x	x	x	x	x		x	x	x		x			x		x	x	x	x	x	x	x		x		x		x						
GS	Demonstrates integrity & ethical standards	x	x	x		x	x		x	x	x	x			x	x	x	x	x		x	x	x		x	x	x	x	x		x	x	x	x	x	x	x		x		x	x	x					
GS	Professional demeanor	x	x	x	x	x	x	x	x	x	x				x	x	x	x	x		x	x	x		x			x		x			x	x						x			x					
GS	Supervisory experience	x	x	x			x					x					x	x								x												x				x						
CP	Basic computer/keyboarding skills	x		x	x	x	x				x		x		x	x	x	x	x		x	x	x		x					x	x	x	x	x	x	x	x		x		x		x					
CP	Basic knowledge of MS Office suite	x	x	x		x	x		x	x	x	x	x		x	x	x	x	x		x	x	x		x					x	x	x	x	x	x	x	x		x		x	x	x					
CP	Intermediate/Advance knowledge of MS Excel	x		x		x					x		x		x	x	x	x	x		x	x	x		x					x	x	x	x	x	x	x	x											
CP	Intermediate/Advance knowledge of MS Access										x				x	x			x									x																				
CP	Knowledge of distribution software	x	x			x			x	x		x													x	x	x														x		x					
CP	Knowledge of inventory/warehouse mgmt software	x	x			x						x													x	x	x													x		x		x				
CP	Experience in resolving technical issues at workstation and server level																																															
CP	Experience working with TCP/IP & wireless networks																																															