

Job Description

PARTS MANAGER

Job Title:	Parts Manager
Department:	Parts
Reports To:	General Parts Manager
Supervises:	Parts counter sales people, inventory clerks, and warehouse personnel.
Critical Resources:	General Parts Manager, Store Manager, J.D. Parts Support

Job Function:

Manages parts operations within the dealership to maximize return on investment through; optimizing Parts Department processes to ensure internal and external customer satisfaction, growing profitable parts sales, exercising disciplined expense control, attracting and retaining outstanding talent and effectively engaging department personnel.

Essential Duties:

1. Develops and maintains effective Parts Department processes to ensure internal and external customer satisfaction.
2. Creates annual Parts Department goals and budget, in alignment with the organization's financial and operational objectives.
3. Develops and executes Parts Department marketing plan and monitors monthly to ensure achievement of departmental goals.
4. Conducts a perpetual/annual physical inventory of all parts and related inventories.
5. Submits all parts warranty and return claims within the required time frame to receive maximum credit.
6. Maintains all department tools, equipment and vehicles in good working order.
7. Conducts personnel operations, (i.e. evaluations, scheduling, after hours parts)
8. Communicate & coordinate with Corporate Parts Manager on parts needs, stock orders, etc.

Skills & Qualifications:

- Minimum 3 years experience in Parts Department operations.
- Ability to use standard desktop load applications such as Microsoft Office and internet functions.
- Ability to speak effectively one-on-one and within a group.
- Basic understanding of financial principles relative to Parts Department operations.
- High School Diploma or GED equivalent.
- Ability to analyze and interpret internal reports.