

Production Manager

Education:

High school graduate or equivalent required.

Job-Related Experience:

Five years industry experience.
Two years supervisory experience.

Training:

I-CAR, ASE Certification preferred.

Skill Set:

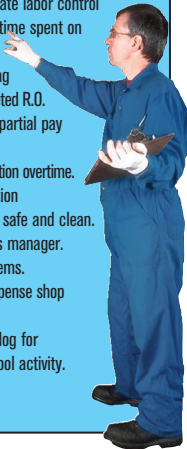
Computer literate.
Organizational skills.
Oral and written communication skills.
Able to motivate.

Personality Characteristics:

Good self-esteem.

Essential Tasks:

- ✓ Monitor and maintain shop quality.
- ✓ Handle shop release meetings.
- ✓ Assign jobs – maintain appropriate job mix to assure smooth work flow through all departments and review individual work order with assigned tech.
- ✓ Maintain production equipment and facility.
- ✓ Notify estimator of add-ons.
- ✓ Monitor and maintain material and hardware inventory and usage.
- ✓ Maintain specific gross profit percentage to meet or exceed goals.
- ✓ Ensure on-time delivery.
- ✓ Establish performance goals for all production employees.
- ✓ Perform ongoing inspection of work in process.
- ✓ Recommend equipment and tool purchases.
- ✓ Maintain accurate labor control cards to track time spent on each R.O.
- ✓ Allocate and flag hours to completed R.O.
- ✓ Flag hours for partial pay on open R.O.
- ✓ Approve production overtime.
- ✓ Assure production environment is safe and clean.
- ✓ Supervise parts manager.
- ✓ Order sublet items.
- ✓ Secure and dispense shop specialty tools.
- ✓ Maintain shop log for documenting tool activity.



Office Manager

Education:

Associate business degree preferred.
High school graduate or equivalent required.

Job-Related Experience:

Minimum five years bookkeeping and secretarial experience.
Bookkeeping experience should be full-charge through.
Experience preparing financial statements.

Skill Set:

Well-developed organizational skills.
Oral and written communication skills.
Computer proficiency – spreadsheets, word processing.
10-key proficiency.

Personality Characteristics:

Professional.
Ethics and confidentiality.

Essential Tasks:

- ✓ Prepare all financial reports – daily posting, sales, cash receipts, deposits, vendor invoices, overhead items, write checks.
- ✓ Collect accounts receivable.
- ✓ Handle accounts payable – verify vendor statements, pay bills on a timely basis.
- ✓ Do payroll – report to outside service.
- ✓ Supervise CSR.
- ✓ Maintain and service office equipment.
- ✓ Maintain files – equipment, maintenance, customer, accounts receivable, accounts payable, human resources.
- ✓ Track return parts for credit (or the parts manager could do this).
- ✓ Do final audit of repair orders for accounting accuracy.
- ✓ Send final bill package to appropriate entity.
- ✓ Handle proper disposition of closed paperwork.
- ✓ Open mail.
- ✓ Handle H/R files – Attendance logs, administer employee benefits.
- ✓ Do management (ABS) reports.
- ✓ Review financial statements with general manager.
- ✓ Monitor and maintain petty cash.
- ✓ Track customer referral cards.



Parts Manager

Education:

High school graduate or equivalent required.

Job-Related Experience:

One year automotive experience.
Inventory experience preferred.

Skill Set:

Detail/organizational skills.
Computer proficient.

Essential Tasks

- ✓ Receive parts and verify correctness with tech as repair process begins.
- ✓ Issue parts to technician.
- ✓ Post parts to R.O. in ABS.
- ✓ Code invoices for accounting.
- ✓ Maintain return parts policy.
- ✓ Verify receipt of parts and materials to vendor invoice.
- ✓ Maintain parts bins per parts procedure.
- ✓ Attend release meetings.
- ✓ Notify production manager when parts are available.
- ✓ Evaluate condition of incoming parts – notify production manager of any damage.

