



# COME JOIN OUR TEAM

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## Parts Manager, Provost

3403 57 Ave, Provost, AB T0B 3S0

### Purpose:

Manages and optimizes parts department operations within the dealership to provide the highest level of external and internal customer satisfaction while maximizing return on investment through parts sales, inventory control, and expense control. Attracts, retains, and effectively engages department personnel.

### Responsibilities:

- Develops, communicates, enforces and monitors effective Parts Department processes to ensure internal and external customer satisfaction
- Promotes and merchandises parts and accessories in conjunction with other store locations
- Works closely with Corporate Parts Manager to create annual Parts Department goals and budget, in alignment with the organization's financial and operational objectives
- Develops and executes Parts Department marketing plan and monitors monthly to ensure achievement of departmental goals
- Maintains an accurate and effective parts inventory control system that includes a perpetual and/or annual physical inventory and proper counter procedures
- Submits all parts warranty and return claims within the required time frame to receive maximum credit
- Maximizes use of all order discount programs to achieve management stock order goals
- Ensures all department tools, equipment and vehicles are in good working order
- Manages recruiting, staffing and employee development activities for employees reporting to this position
- Assists other co-workers with related tasks as necessary
- Follows all safety rules and regulations in performing work assignments
- Other duties assigned by Management or directly related to customer service

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