

## **Powersports Parts Manager**

Manages parts operations within the dealership to maximize return on investment. Optimizes Parts Department processes to ensure customer satisfaction, profitable parts sales, and expense control. Attracts and retains outstanding talent and effectively engages department personnel.

### **Job Responsibilities/Duties**

- Maintains effective Parts Department processes to ensure internal and external customer satisfaction
- Works to achieve monthly and yearly Parts Department goals within the outlined budget, aligning with the organizations financial and operational objectives
- Develops and executes a plan to meet Parts Department marketing goals and monitors monthly to ensure achievement
- Conducts cycle counts and annual physical inventory of all parts and related inventories
- Submits and/or monitors all parts warranty and return claims within the required time-frame to receive maximum credit
- Maximizes use of all order discount programs
- Other duties as assigned

### **Qualifications**

#### **Experience, Skills, and Knowledge:**

- Minimum of three (2) 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 equivalent
- Ability to analyze and interpret internal reports
- Physical requirements include ability to lift up to 75lbs. daily
- Ability to stand for long periods of time (at parts counter)

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Tuesday to Saturday

Experience:

- Management: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)