M1 Auto Spares Parts Manager Job Description

Job Title: Parts Manager
Department: New and Used Parts
Reports To: Managing Director

Prepared Date: June 21st, 2011

Overview:
The Parts Manager is overall responsible for the performance and management of the parts and accessories sold by M1 Auto Spares. This is a management position responsible for Commercial and Organizational activities within the department.

Summary:
Directs and coordinates activities concerned with operation and sales of automotive parts by performing the following duties personally and through subordinates.

Essential Duties and Responsibilities:

- Develop and implement sales forecasts for the Parts business.
- Provide input on efforts to enhance existing products that meet customer requirements while maintaining pricing and gross margin requirements.
- Develop and implement marketing programs and objectives to increase the sales and profitability of the Parts business.
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- Analyze sales statistics to formulate activities to assist in promoting sales.
- Meet monthly sales targets
- Maintain inventory control and proper stock levels
- Implement and control the stripping and proper placement of all used spares.
- Ensure that the work environment is neat, organized and as clean as possible at all times
- Ensure the physical security of all used parts to prevent theft and losses
- Identify all useable parts on any vehicle purchased, or parts brought in and mark these to be entered into inventory according to costing sheet
- Ensure that all staff in Used Parts are fully productive and complete their work in the required time frames
- Ensure that parts are stored correctly so as to prevent damage and losses
- Control the weekly removal of scrap items
- Maintain all part codes and associated barcodes for parts
- Identify fast vs slow movers and maintain appropriate stock levels of each.
- Ensure security and accuracy of stock levels
- Perform monthly stock take and ensure all stock levels are accurate on the system
- Provide Management and Guidance to all Parts staff
- Ensure that all customers are being served in a professional timeous fashion and are being provided the correct parts
- Ensure that Brilliant Mechanical Workshop has the parts and spares it requires on hand in stock.
- Ensure that company policies are adhered to effectively, including staff discipline, timekeeping, leave records, sick days, overtime records, etc.
- Conducting staff performance reviews together with the Managing Director
- Ensure that all direct reports are properly trained and understand their roles and responsibilities.
- Provide accurate sales reports each week, together with an overview of marketing and sales activities.
- Maintain accurate pricing for all used parts

**Skills:**
The Parts Manager must be a professional manager with the ability to think and act commercially. He / She should also have strong communications skills, as the job requires regular interaction regularly with customers, mechanics, technicians, vendors / suppliers and their management. The Parts Manager must be commercially focused, analytical, organized, professional, dependable and a capable leader.

**Supervisory Responsibilities:**
Manages total of 25 employees in the Parts Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work, appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**
Tech or university degree; or four to eight years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence as well as analyze and interpret sales figures. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**
Ability to calculate figures and amounts such as pricing, VAT, discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
**Computer Skills:**
Inventory Control Software
Point of Sale Software
MS Word, Excel, Outlook.

**Work Environment:**
While performing the duties of this job the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the environment is loud.