

Parts Manager | Houston Heavy Duty Truck and Trailer

Description

Strives to return a satisfactory profit on dealer capital invested in parts inventory. Accomplishes objectives through the use of proper purchasing procedures, inventory control, staff utilization, security, pricing, merchandising, displaying, and advertising.

Responsibilities

- Forecasts goals and objectives for the department and strives to meet them.
- Hires, trains, motivates, counsels, and monitors the performance of all parts department staff.
- Prepares and administers an annual operating budget for the parts department.
- Maintains a balanced inventory consistent with the requirements of the service department, body shop, wholesale accounts, and the public.
- Establishes pricing parameters in each customer category that generate sufficient gross profit to produce a satisfactory profit while maintaining customer loyalty.
- Establishes individual parts inventory levels and balances them for maximum turnover.
- Monitors and adjusts inventory to minimize obsolescence.
- Ensures that all parts are properly tagged so that the dealership recovers full credit from the factory.
- Supervises stock order procedures.
- Analyzes sales, expenses, and inventory monthly to maintain profit goals.
- Develops and administers an aggressive wholesale parts program to produce profit.
- Ensures that the same high quality level of service provided to outside customers is also provided to internal dealership customers.
- Works with the service manager and body shop manager to ensure a timely turnaround of parts needed for internal jobs.
- Attends managers meetings.
- Analyzes departmental operations and storage layout and revises as needed for maximum effectiveness.
- Provides technical assistance to parts department employees.
- Monitors parts department employees' payroll records.
- Coordinates a prompt, efficient, and timely flow of paperwork.
- Directs shipping and receiving efforts to ensure timely processing.
- Monitors daily reports such as DOC and sales productivity.
- Utilizes a lost sales tracking report.
- Directs outside parts and counter sales efforts, including telemarketing to keep in contact with customers.
- Develops sales promotions.
- Enforces and monitors guidelines for working with customers to ensure maximum customer satisfaction.
- Handles customer complaints immediately and according to the dealership's guidelines.
- Assists in the collection of past-due accounts.
- Enforces safety requirements, including but not limited to forklift training and operation, processing of MSDS sheets on all products carried, and OSHA.
- Understands, keeps abreast of, and complies with federal, state, and local

Hiring organization

Houston Heavy Duty Truck & Trailer

Employment Type

Full-time

Job Location

10111 East Freeway, 77029,
Houston, Texas, US

Date posted

November 4, 2024

regulations that may affect parts sales.

- Maintains professional appearance.
- Other duties as assigned.

Qualifications

- High school diploma or GED.
- Experience with heavy duty truck parts.
- 4 years of parts management experience.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customer or employees.
- Ability to calculate figures and amounts such as discounts and percentages.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Must have and maintain a valid current state driver's license and have a good driving record over the past 3 years.
- Pre-employment drug testing and background screen applies.

Job Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance
- Short Term Disability
- Long Term Disability

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