Downloaded from <https://www.velvetjobs.com/job-descriptions/area-service-manager>

# Example of Area Service Manager Job Description

Our innovative and growing company is looking for an area service manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for area service manager

* Ensure seamless collaboration, frequent communication, and process consistency between US and USI Resource Managers
* Ensure that service area RMs are appropriately and consistently leveraging and collaborating with RMIS team
* Ensure that resource management data for the service area is maintained with a high degree of timeliness and accuracy, and conduct periodic audits and reviews
* Ensure that Resource Managers are maintaining strong practitioner relationships, detailed knowledge of practitioner skills and preferences
* Serve as a Counselor to service area Resource Managers (some or all)
* Make recommendations for the RM learning and development curriculum, and support the development and delivery of learning programs
* Lead or participate in CTS resource management initiatives
* Participate as a member of the cross-FSS CTS RM Management Team to share knowledge and maintain consistency in process execution and RM role scope
* Plan utilization of resources, prioritize, and initiate O&M activities at designated Customer Service centers (to obtain optimum availability of the WEG's) after reviewing service schedules and internal/external constraints
* Arrange for the maintenance and upkeep of office equipment and facilities, surroundings (gardens, scrap yard, ), and guest houses

## Qualifications for area service manager

* Initiate preparation of service invoices
* Keep up-to-date with all operating/ maintenance manuals, checklists, service bulletins, change notes, applicable to the WEG and associated equipment
* Direct supervision of all service engineers and staff attached to the site offices
* Sign site employees' travel bills
* Responsible for all aspects of project planning for ongoing service controls contracts and emergency service needs, including work orders, change requests, Identifies and prioritizes projects and plans jobs in detail
* Assesses Service Controls talent for current and future business needs