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# Example of Auto Tech Job Description

Our growing company is searching for experienced candidates for the position of auto tech. 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 auto tech

* Responsible to perform proper data entry per the job functions, online inbound Credit card functions, inbound ComCheck function and proper data base searches for dealers, repair facilities, etc…
* Develop and maintain relationships with appropriate individuals and/or groups to ensure success in daily activities
* Assists service managers and estimators in providing documentation for any mechanical or electronic repairs services needed
* Complete training provided by Company in a timely fashion
* Perform programming and pre/post scans
* Develop and maintain excellent customer relationships via our company Core Values and Brand Promise
* Assist service managers and estimators in providing documentation for any mechanical or electronic repairs services needed
* Conducts training and tests trainees
* Perform bumper to bumper mechanical and electrical repairs
* Positive relationship management to handle client appointments, provide technical advice and assistance, and sell additional products

## Qualifications for auto tech

* 1 year experience with coaching and providing feedback to others
* 3 years of professional experience with mobile car installations
* 3-5 years working with vehicle refinish processes and products
* Demonstrated ability to work with word documents and spreadsheets
* Demonstrated high level of both verbal and written communication skills
* Demonstrated ability to perform basic math calculations and financial ratios relative to a P&L