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# Example of Automotive Service Manager Job Description

Our growing company is looking to fill the role of automotive service manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for automotive service manager

* Directly supervises 3 to 10 employees in the facility
* Assign and schedule work duties to auto service staff according to individual skill level
* Serving all automotive service needs of customers
* Oversee the hiring and training of an effective auto service team
* Ensuring high teammate retention
* Developing customer satisfaction and retention
* Supervise the flow of cars within the service department
* Supervise the Automotive Technicians and General Service Technicians
* Inform customers of vehicle inspection findings
* Educate and explain service recommendation to customers

## Qualifications for automotive service manager

* Candidates with a background in construction, restaurant and other fast-paced fields have found success in our industry
* 4 years of auto service technical experience
* 1 year of service manager or service writer experience
* Willingness to continue education and remain current in automotive repair issues
* Must have completed all the current and required BSRO store education courses & modules required for this position
* Must have valid automotive driver’s license at all times in order to test drive customer’s vehicles