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# Example of Automotive Service Manager Job Description

Our 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

* Support teammates in establishing and maintaining productive sales environment by training and developing teammates on all shop operations and guest services
* Ensures store is effectively staffed by managing the recruiting, hiring, training, scheduling, evaluating, discipline and development of employees
* 4+ years of experience in Automotive Tire Sales and Service experience or Lube and Tire industry experience
* Excellent communication skills, business mentality and basic algebra skills to calculate figures and amounts such as discounts, interest, commissions proportions, and percentages
* Proven sales experience in Automotive Complete Auto Care, Tire Sales and Service experience
* Supervisory experience in tire or automotive industry

## Qualifications for automotive service manager

* Proven Automotive Complete Auto Care, Tire Sales and Service experience
* Problem solving – customer complaints
* Aptitude to manage inventory, scheduling, equipment maintenance
* Capacity to lead and coach others
* Teammate and customer/communication skills
* Ability to recruit and select technicians and general service teammates successfully according to store requirements