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# Example of Service Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of service manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for service manager

* Responsible for sales & Service repairs in the Service Sector of the region
* Responsibility and monitoring of the sales results including a continuous analysis and coordination of the sales and return target in order to secure the portfolio (unit and value)
* Proactive customer care of the existing customers & Ensuring Renegotiations
* Proactive process to ensure zero NEB conversions are lost
* Service Supervisors allocate the fitters on the basis of precise maintenance planning and routing
* Service Supervisors / fitters and subcontractors get the statutory safety instructions
* Service Supervisors / fitters and subcontractors wear the personal protective equipment
* Fitters provide the services as agreed in the contract & agreed dates are met
* Customers get information about the dates for maintenance in advance
* Service Supervisors accurately organize the emergency service including the emergency service areas

## Qualifications for service manager

* Comfortable creating sales opportunities, processes + funnel from the bottom-up
* The Service Manager is required to work an average of 45-48 hours per week
* Handover from Installation to Maintenance runs orderly
* Hiring, Firing and one-on-one with direct reports
* Proven Leadership attributes & skills A MUST
* Service-oriented industry experience a plus