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# Example of Service & Parts Job Description

Our company is growing rapidly and is looking for a service & parts. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for service & parts

* Maintain strong internal cross functional communications and relationships, with transportation/logistics providers
* Proactively work with Account Manager and local CustomerService Manager to schedule annual training seminars
* Work closely with the CustomerAccount Manager and Customer Service Representative to provide supply contracts, recommend spare parts, proposals, to our businessnetwork and identify areas of opportunity
* Manage businessportal andbusinesswarranty on a monthly basis to ensure all purchased inventory is moved to prospective direct business
* Assist Customer and End Users in high profile demos and start ups
* Provide exceptional customer support to commercial customers
* Proactively work with Dealer Account Manager and local Dealer Service Manager to schedule annual dealer training seminars
* Work closely with the Dealer Account Manager and Dealer CSR to provide supply contracts, recommend spare parts, proposals, to our dealer network and identify areas of opportunity
* Assist dealers with finding new ways to expand our product base on key account visits
* Manage dealer portal and dealer warranty on a monthly basis to ensure all purchased inventory is moved to prospective dealer

## Qualifications for service & parts

* Five plus years as a Service & Parts Director
* Five plus years working within the Toyota brand
* Solve practical problems and deal with a variety of variables in situations where only limited standardization exists
* Provide effective communication throughout the sales department interdepartmentally
* Minimum 4 year degree in related field such as Supply Chain, Industrial Engineering, or Business or the equivalent in experience with evidence of exceptional ability
* 5+ years of experience in manufacturing, supply chain and/or distribution & logistics