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# Example of Service & Parts Job Description

Our company is growing rapidly and is hiring for a service & parts. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for service & parts

* Set individual and total shop sales objectives
* Provide the material support necessary to sell service
* Monitor Repair Order trends, such as number of Repair Orders completed, number of items per Repair Order, dollar sales per Repair Order, dollar sales per Service Advisor
* Monitor dispatching to maximize efficiency of shop
* Hire and maintain a technical production staff that can perform all types of mechanical repair and maintenance work on the vehicles
* Obtain and maintain control of the special tools necessary for the repair and service of the vehicles
* Keep abreast of new equipment and tools and recommend purchases
* Ensure break down of estimates into labor and parts before job is started so that repair Technicians are aware of time allowances
* Follow up on Parts Department orders to ensure parts availability
* Ensure that all required technical publications, periodicals, bulletins, are obtained, kept up-to-date and properly maintained

## Qualifications for service & parts

* 5 to 7 years of specific technical or commercial GET/ bucket management experience in construction, heavy construction, quarry or mining industries
* Willingness to travel extensively (at least one full week each month) relocate based upon business needs
* This position will cover the territories of Northern New Jersey and Long Island New York
* A minimum 2 years of experience within a Parts or Service Department with dispatching experience and/or related clerical experience
* Ability to multi-task, problem-solve, lift up to 40 lbs
* Knowledgeable with heavy equipment brands such as Doosan