



# Example of Auto Parts Manager Job Description

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

## Responsibilities for auto parts manager

- Be responsible for all operating procedures and policies, reporting and daily paperwork
- Train and promote quality personnel as a strong leader and organizational role model
- Utilize performance coaching and correctional measures when required
- Identify new customers and revenue opportunities for the store
- Shift into high gear in a fast-paced retail store environment
- Help outside sales in identifying, developing and maintaining wholesale accounts
- Build, guiding and developing an engaged crew team to deliver checkered flag levels of customer care and business results
- Steer towards continuous improvement in processes and procedures
- Protect and maintaining the security of store assets
- Display pride in navigating a store recognized for safety and appearance

## Qualifications for auto parts manager

- Experience in sales management is a plus
- Ability to work flexible hours including weekends and holidays as required by customer business needs
- Automotive retail sales
- Overall management skills including the ability to lead people
- Bi-lingual (English/Spanish/Portuguese) is required

