



Example of Auto Parts Manager Job Description

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Our innovative and growing company is looking to fill the role of auto parts 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 auto parts manager

- Provide leadership and developmental coaching for store Team Members
- Ensure high standards of customer service including prompt handling of any complaints for product and operational standards
- Understand levers to impact P&L
- Manager on duty responsibilities (touch base/coaching, issue resolution, floor/phone mgmt., task assignment and completion, safety, open/close duties)
- Weekly scheduling process
- Assist in backing up operations of commercial delivery program
- Accurately price parts and accessories using the proper pricing source
- Interact with Technicians and Service Management to insure compliance with part assignment to repair orders and stocking decisions
- Pick up parts at vendor locations when required
- Coordinating and completing a yearly inventory and performing numerous cycle counts throughout the year

Qualifications for auto parts manager

- 1-3+ years of experience working with auto body parts (body shop experience is a bonus)
- Ability to lead and effectively manage people
- ASE (P2) parts certification (preferred but not required)

- Ability to prioritize, follow directions, and multi-task
- A strong parts counter person that exhibits leadership skills, the willingness to learn and shows the desire to make it to the next level would also be considered for this position