

Parts Manager Job Description

OVERVIEW

Cart Mart, Inc. is looking for an experienced, hardworking, energetic individual to manage our growing parts department. This person must be experienced in parts and distribution, detail oriented, a problem solver with superior customer service skills.

The ideal candidate should be capable of working in an active environment and be able to implement new systems to better distribute parts to our employees and customers.

REQUIREMENTS

- The qualified candidate will have 4 year college degree plus three years of related golf, industrial or automotive parts sales experience.
- Experience as a manager or developer of Online Internet Sales.
- Must be a Sales Person at heart.
- Motivated and fast paced personality with serious Work Ethic.
- Golf, Industrial or Automotive experience is a must (parts sales, parts managers, estimators, Adjusters, service writers).
- Excellent computer skills required (Windows, Explorer, Outlook).
- Excellent organizational skills.
- The qualified candidate will have excellent phone manners, the ability to multi task and make good decisions.
- Clean drug and background screening required.
- The qualified candidate must have ability to manage a staff of up to 5 employees.

OUR BENEFITS INCLUDE

- Competitive wages
- Medical & Dental Coverage
- 401K
- Short-term, Long-term Disability and Life Insurance coverage.
- Paid Vacation Days, Holidays and Sick Days.
- Uniform Program.
- Opportunity for advancement.

DETAILED JOB DESCRIPTION

1. Maintains a balanced inventory consistent with the requirements of the service department, commercial & wholesale accounts, and the do-it-yourself public.
2. Assists in establishing pricing parameters in each customer category that generate sufficient gross profit to produce a satisfactory profit while maintaining customer loyalty.
3. Establishes individual parts inventory levels and balances them for maximum turnover.
4. Monitors and adjusts inventory to minimize obsolescence.

5. Ensure that all returned or warranty parts are properly tagged so that the dealership recovers full credit from the factory.
6. Assists in the supervision of the stock order procedures.
7. Ensure technicians are adequately supplied with all parts and materials as needed.
8. Oversees Purchasing of supplies & materials for Service Department.
9. Conforms to policy on the special ordering of parts.
10. Analyzes sales, expenses, and inventory monthly to maintain profit goals.
11. Administers a new aggressive wholesale & retail parts program to produce profit.
12. Ensures that the same high quality level of service provided to outside customers is also provided to internal dealership customers.
13. Works with the Operations & Service Managers to ensure a timely turnaround of parts needed for internal jobs.
14. Assists in analyzing departmental operations and storage layout and revises as needed for maximum effectiveness.
15. Provides technical assistance to employees and customers.
16. Coordinates a prompt, efficient, and timely flow of paperwork.
17. Directs shipping and receiving efforts to ensure timely processing.
18. Assists in developing sales promotions.
19. Seek out new parts business.
20. Seek out new vendors, suppliers and manufactures and negotiate terms and pricing for greater profitability.
21. Enforces and monitors guidelines for working with customers to ensure maximum customer satisfaction.
22. Handles customer complaints immediately and according to the Company's guidelines, forwards all concerns to the Vice President.
23. Ensures that all dealership purchases are properly accounted for before payment is made.
24. Understands, keeps abreast of, and complies with federal, state, and local regulations that may affect parts sales.
25. Maintains professional appearance.
26. Accepts other responsibilities as requested by the General Manager or dealer principal.

ABOUT US

Cart Mart Inc. is a leading distributor of Yamaha, Fairplay and Taylor-Dunn Golf, Transportation and Utility Vehicles. What started in El Paso, Texas in 1959 as a hobby for Ben Bellman has bloomed into one of the oldest and largest golf and industrial car distributors in the country.

Cart Mart specializes in the sales of custom golf and industrial vehicles including new and used equipment, on site service, preventative maintenance programs, replacement parts and special event rentals. Our success lies in the fact that at Cart Mart, we do everything In-House. Under our own roof, we maintain a first-class paint and body department which includes upholstery, fabrication, motor reconditioning, parts, service, rentals and storage. Our showroom always showcases a variety of custom and standard golf and industrial vehicles for work or play.

Our Service

Our Service Department is unparalleled in the industry. We maintain the largest fleet of Service Trucks on the road. And because we can come out to you, this makes on site repairs quick and easy. Our Preventative Maintenance Programs also are convenient and affordable and when you are on a PM, you are always guaranteed priority scheduling, for faster response.

Our Rentals

We have over 400 various golf, transportation and utility vehicles in stock, ready for rent at all times. Our custom delivery trucks and trailers can deliver up to 26 golf cars at once lowering freight costs and offering the most efficient load in/out possible.

Our Parts

Our Parts department is impressive and we carry new and reconditioned replacement parts for all major brands, including batteries, tires, and aftermarket accessories. Parts and accessories can also be purchased online at www.cartmart.com.

Some of our diverse customers include: Schools, hospitals, municipalities, military, golf courses, shopping centers, apartment homes, builders (commercial & residential), stadiums, hotels, resorts, mobile home parks, convention centers, event planners, athletic teams, airports, manufacturers, self storage, casinos, fairgrounds, and of course - private individuals who use golf cars for just about anything.

You will find the atmosphere at Cart Mart welcoming. Our experienced staff will help guide you in finding a vehicle that best suits your needs, at a price that suits your budget.

Other Available Job Postings

Rental Manager / Coordinator - Manage a fleet of 400 vehicles and a department staff of 2 mechanics. Seek out new rental business, while maintaining long and short term contracts with existing clients. Must have experience in: Sales, Management, Rental coordination, and client services.

Parts Sales - Maintain existing client's accounts while seeking out new business. Service the needs of our in-house and road service mechanics. Handle incoming parts calls.

Mechanics - In house and Road mechanics needed to work on all brands of Golf and Industrial vehicles.

Please send your resume to resume@cartmart.com.

Thank you.