

Job Title: Parts Operations

Company: International Motors (Fish Bay) Ltd.

Location: Tortola, British Virgin Islands

Position Summary:

Motor Ventures Ltd. are seeking a Parts Department Operations Manager to support in many aspects of operating an organization in our automotive and marine industry parts department.

The operation manager strives to return a satisfactory profit on the dealership's investment in parts inventory. Parts managers accomplish their objectives through the use of proper purchasing procedures, inventory control, staff utilization, security, pricing, merchandising, display and advertising.

Job Duties

Properly staffing the department, which includes hiring, training, motivating and monitoring the performance of all parts department staff. Maintaining an orderly workplace. Creating and overseeing an annual operating budget for the parts department. Establishing competitive pricing specifications in various categories while generating sufficient profits and maintaining high customer satisfaction. Determining appropriate inventory levels while ensuring periodic parts turnover. Adjusting stock to curtail accumulation of unused or old parts. Reviewing sales figures, costs and stock monthly to ensure budget benchmarks are met.

Job Requirements

Parts managers should have at least five years of supervisory experience. Sales and customer service experience is also an important characteristic.

Management personnel require strong communication skills to deal with customers, employees and vendors. Managers are required to maintain the profitability of a department while controlling expenses and maintaining customer satisfaction. Willing to work extended hours, evenings and weekends to achieve their goals.

Education Requirements

The successful candidate must possess a university degree with a minimum of 5 years in a management or supervisory role. Candidate should have experience in inventory and stock situations. Experience in marine and automotive parts and their applications preferred.

This position is a full-time position and candidates must be willing to work overtime and on public holidays when required.

Interested persons should submit their resume with qualifications to: Human resources manager by email. hr@imlbi.com or delivered to the main office in Fish Bay.

