

## Full time, Automotive Reconditioning Shop Supervisor

A high-volume, successful Wholesale Auto Auction near you is looking to add a new member to our continuously growing team!

We are seeking a motivated Reconditioning Shop Supervisor. Must be proactive and have a team building attitude

This position is responsible for promoting and managing the reconditioning shop including but not limited to:

- Presale reconditioning of auction vehicles and other customer vehicles
  - Detailing
  - Paintless dent removal
  - Bodywork
  - Interior repair
  - Repair/replace windshields
  - Wheel repair/reconditioning
  - Clear Headlights
- Vehicle Condition reporting
- Management of 5 shop employees and workflow
- Maintain a safe, meticulously clean and organized shop and work area
- Maintains safety of facility according to company policies and procedures by conducting safety sweeps; following procedures for handling merchandise; and correcting and reporting unsafe situations to facility management.
- Customer service
- Other duties as assigned

This position requires:

- High school diploma or equivalent
- Substantial knowledge of automotive repair and maintenance
- Minimum of 5 years of motor vehicle reconditioning experience
- Minimum of 5 years supervisory experience
- Auction experience strongly preferred.
- Organization in methods, procedures, tools and workspace
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral, or schedule form and deal with problems involving several variables in standardized situations

The successful candidate will have:

- Auto experience required/auction experience strongly preferred.
- Managerial/supervisory experience
- Willingness to hustle, roll up sleeves and get stuff done.
- Strong communication skills - written and verbal.
- High level of attention to detail with strong organizational skills
- Ability to solve problems and identify successful outcomes
- Positive attitude with a customer first mindset.
- Ability to troubleshoot and resolve end-user issues and/or escalate issues appropriately.
- Maintain a professional, calm manner when negotiating with difficult or upset customers or staff.
- Maintain a high level of confidentiality.
- Sound judgment when faced with complex circumstances and attention to detail is necessary.

