NORTH STAR AG

Position: Parts Manager: Thief River Falls Location

Job Description: The Parts Manager is responsible for running a profitable and efficient parts department. He/she will accomplish objectives through the use of proper purchasing procedures, inventory control, staff utilization, security, pricing, merchandising, displaying, and advertising. The Parts Manager must be an investment advisor and profit producer.

Report: Directly to Cami Erickson, Vice President

Responsibilities:

- Assist HR with recruiting when necessary.
- Lead and manage inventory control personnel and provide them with the necessary tools to be successful.
- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing for parts department
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with company owners to determine values and mission and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Manage inventory costs by continuously improving supplier/vendor relationships and by developing and implementing inventory control processes both internally and externally.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management team.
- Responsible for implementing and executing parts cost reduction programs.
- Parts Sales
- Manage Parts Operations, warranty
- Develop Process Improvement Plan
- Setup Parts Area in new office
- Staff Utilization
- Support Warranty Coordinator
- Establishing Parts Stocking Program
- Responsible for liquidating non-moving inventory
- Support Warranty Admin with technical advice relating to warranty issues.
- Follow up with OEM and all other vendors as needed regarding warranty claims.
- Successfully negotiate warranty claims with vendors and OEM s as needed.
- Insure that all parts and warranty processes are followed.
- Oversee Showroom Parts Inventory

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Hours: Monday-Friday 8am-5pm or as needed, in winter and summer. Monday-Friday 8am-6pm and Saturdays 8am-3pm or as needed in spring and fall. Overtime at 40 hours per week.

Benefits Package:

Health, Dental and Vision Insurance Benefits

401K Matching program

Vacation Pay

Paid Holidays

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