

A successful marine electronics company is seeking a full-time, year-round Parts Manager. Responsibilities include inventory control, purchase orders, accounts payable, and RMA tracking to ensure profitability of the company.

Position:

- Monitors the parts inventory and anticipates parts needs in light of future promotions, new model years, trends, and suggested stock orders.
- Is responsible for the security of inventory and for analyzing the quality of parts.
- Is responsible for profit management in the Parts Department and must examine department financial statements, including expenses and revenue, to ensure the department's profitability.
- In cooperation with the dealership's leadership, must review the previous month's sales/profit performance to determine where improvements can be made.
- Must time inventory purchases to coincide with sales and special initiatives in order to take advantage of savings.
- Entails a considerable amount of walking, working with Service Administrator, Technicians, and fielding phone calls.
- Involves analyzing current inventory, spot-checking to ensure that actual inventory coincides with computerized inventory, checking on back orders, etc
- Requires working closely with other leaders in the dealership, planning for the appropriate availability of parts and supplies, and participating in forecasting and revising plans.
- Involves ensuring that at least one other person in the department is knowledgeable about inventory requirements and ordering systems.
- Problem solving issues with organization of inventory as the company grows, not just for immediate success, but long term systems as well.

Person:

- Is a detail-oriented individual comfortable with inventory work and the computer analysis of inventories.
- Is extremely organized and able to implement new organization systems to ensure efficiency
- Must be people-oriented and willing and able to ask customers questions to ensure their enthusiasm.
- Must maintain a broad knowledge of the manufacturer's new and recent products.
- Must have business savvy, as the Parts Department is an important source of profit for the dealership.
- Must be capable of working independently, effectively managing his or her time and workflow.
- Is comfortable working with a variety of software and understands the importance of database maintenance.

Pre-requisites:

- 1-3 years experience in a similar position
- Experience with inventory software
- High school diploma
- Valid driver's license and reliable transportation