

# **Parts Supervisor Job Description**

## **Reports to the AG Parts Manager**

### **Job Summary:**

The Parts Supervisor is responsible for Assisting the AG Parts Manager in operating the parts department at their location, reaching goals set by management. They will aid in attaining the objectives set, such as appropriate purchasing policies, inventory control, safety, neatness of parts area and merchandizing.

### **Key Areas of Responsibilities:**

- 1) Maintaining great customer satisfaction internal and external.**
- 2) Maintaining a good profit margin and watching expenses.**
- 3) Reviewing parts statement report with the Parts Manager Monthly.**
- 4) Building a good team spirt and work environment with in parts and companywide.**
- 5) Making sure all Cash sales are collected. Also helping Jane collect charge accounts.**
- 6) In AX checking open PO's, Sales orders, Inventory counts, Transfers for Parts & Service orders.**
- 7) Using Leadership skills to grow the personnel so they will be able to do all the task you preform.**
- 8) Keep monthly and special returns done.**
- 9) Asset the Parts Manager in maintaining a 2.5 inventory turn.**
- 10) Keeping our facilities Clean and organized.**
- 11) Making sure parts area and building are secure.**