



*Sales, Service & Parts*

Currently Seeking:

## **Assistant Service Manager**

### **ASSISTANT SERVICE MANAGER**

#### **JOB DESCRIPTION**

- Assist the Service Manager with the following duties:
  - Provide cost estimates with quotations to customers for trailer repairs
  - Communicate with the customer regarding the progress of each job
  - Track all shop hours, and complete reports on variance of hours for costing
  - Assist with the budget process and sales forecasting
  - Assist with purchasing of small tools for the repair shop
  - Visit Customers to provide excellent customer service with the goal of increasing shop volumes
- Administer the Alberta Apprenticeship program, tracking progress of technicians
- Coordinate Safety Compliance training of shop personnel
- Carry out the responsibilities of the Service Manager in his absence

#### **Necessary Skills & Abilities**

- Computer literate
- Working knowledge of semi-trailers
- Customer service minded
- Organizational skills
- Managerial ability
- Positive team player

If you feel you are qualified for this position, please contact Wes Schneider at [\*\*wschneider@kingpintrailers.ca\*\*](mailto:wschneider@kingpintrailers.ca)