



Parts Manager

Bermuda Motors Limited is looking to employ a **Parts Manager** to manage our busy multi franchise parts department.

This position reports to the General Manager of the company. The successful applicant will function as a key member of the After Sales Management Team and will be responsible for oversight and supervision of day to day parts operation within the company.

Key Responsibilities (included but not limited to)

- Complete management of the parts inventory system and staff.
- Familiarity of Kaizen concepts of continual improvement.
- Management of daily, monthly parts ordering in a multi franchise environment.
- Problem solving parts issues with respect to the vehicles being worked on in the Mechanical / Body shops with close liaison between departments.
- Promotional work with outside clients as it relates to sales.
- Communication with manufacturer's and working to their standards including ordering and sales.
- Develop New Business.
- Ensure sales, receiving, storage and distribution are performed in an efficient manner.
- Prepare monthly, daily and weekly reports as required.
- Responsible for dealership policies and internal controls.
- Supervise the daily work schedule and motivation of employees.
- Reconciliation of parts inventory system with accounting records on a monthly basis.
- Ensure monthly budget targets are met.
- Ensure parts inventory is current with emphasis on redundant stock.
- Conduct quarterly and year end audit stock checks.

Minimum Qualifications, Skills and Experience

- Must have prior experience as a parts manager with a minimum of 5-10 years in management position.
- Ability to be analytical, problem solve and multi-task.
- Proficiency with Microsoft office (word, excel) and PowerPoint would be advantageous.
- Experience using a multi franchise dealer management parts inventory system.
- Organizational skills a must.

Some after hours work may be required. Salary will be competitive and commensurate with experience.

As part of the Gibbons Group of Companies, the position offers major medical insurance, a contributory pension plan, company discounts and an employee assistance program.

Interested persons should apply to:

Yulander W. Seymour

Human Resources, Bermuda Motors Limited

P. O. Box HM 454

Hamilton HM BX

E-mail: ywseymour@gibbons.bm

Closing Date

March 16th, 2018

BermudaMotors