



PARTS MANAGER

Job Description:

The parts department at Bentley supports walk-in customers, businesses, and our entire lease and rental fleet. The goal of this position is to manage the daily operation of the parts department. Our Parts managers are entrusted with the responsible to perform proper purchasing procedures, inventory control, staff utilization, security, pricing, merchandising, displaying, and advertising for the parts department. These duties ensure that our customers are helped and our fleet is maintained properly.

At Bentley Truck Services Inc., our customers are our priority. We strive to exceed expectations, deliver on promises and seek opportunity to improve.

Bentley Truck Services has been serving the truck transportation market in the Delaware Valley for 25 years and is recognized as one of the leading truck dealerships in the area. Joining the Bentley Team is an excellent opportunity to work with great people, accomplish goals, and thrive together. We are continuing to grow and hope that you will grow with us.

Primary Responsibilities:

- Forecasts goals and objectives for the department and strives to meet them.
- Hires, trains, motivates, counsels, and monitors the performance of all parts department staff.
- Prepares and administers an annual operating budget for the parts department.
- Maintains a balanced inventory consistent with the requirements of the service department, body shop, wholesale accounts, and the do-it-yourself public.
- Establishes pricing parameters in each customer category that generate sufficient gross profit to produce a satisfactory profit while maintaining customer loyalty.
- Establishes individual parts inventory levels and balances them for maximum turnover.

Summary of Qualifications:

- Outstanding communication skills
- Superior customer service skills
- Excellent managerial skills
- Worked in a fast paced Parts Department
- Five years' experience as a Parts Manager is required
- Must have a high school diploma or GED equivalent preferred
- Must have a valid driver's license: CDL Preferred
- Must be able to lift 50lbs/push-pull 75lbs
- Ability to pass criminal background check and pre-employment drug screening

Benefits:

- Heated bay floors (most locations)
- Company issued uniform
- Competitive salary – Based on experience
- Comprehensive medical plan including dental, optical, and prescription
- Life/AD&D (base and supplemental)
- 401k Retirement Savings Plan
- Paid Holidays and Paid Time Off
- Manufacturer's Training and internal trainings
- Voluntary Benefits (STD/LTD/Accident, etc..)
- Sign-on bonus of up to \$2500

This specification is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Bentley Truck Services.

Bentley is proud to be an Equal Opportunity Employer that offers solid career opportunities.