

## GENERAL MANAGER

Candidate Name:		Recruitment #:	
Rater Name:			
Rater Signature		Date:	
Job Description or Overview: _____			
<p><b>SUMMARY:</b> Directs and coordinates activities of the organization to obtain optimum efficiency and economy of operations and maximize profits by performing the following duties personally or through other management personnel and staff.</p> <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (B. A.) from four-year College or University; five plus years related experience and/or training; or equivalent combination of education and experience.</li> <li>• Exceptional people skills</li> <li>• A general working knowledge of automotive repairs.</li> <li>• A current valid Driver's License with a good driving record</li> </ul> <p><b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Manages daily operations and makes decisions that keep the organization productive and in line with the organizations policies and goals.</li> <li>• Schedules staff work days and vacations. Keeps accurate employee and service records. Responsible for hiring, developing, disciplining and dismissing personnel.</li> <li>• Manages financial obligations of the organization including payroll, deposits and purchases in agreement with the owner.</li> <li>• Plans, develops and implements organization policies and goals in agreement with the owner. Develops and implements advertising strategies.</li> <li>• Settles customer complaints and makes sure that customers get the best possible service.</li> <li>• Seeks continual improvement of self and the organization.</li> <li>• Promotes organization in the community, industry, and trade associations.</li> </ul> <p><b>PERSONAL CHARACTERISTICS (Behaviors; Competencies/Talents; Motivators/Interests; Attitude):</b> Follow policy, People Oriented, Customer Oriented, Personally effective, Decision maker, Leader, Interpersonal skills, Willing to train others, Persuasive, Practical &amp; Results Oriented , Learner, Rule &amp; Process Follower, Ethical and Hard worker</p>			