

Now hiring for a 2nd Shift Shop Supervisor at our shop in Wentzville, MO!!!
Essential Functions

- Work with parts and repairs vendors to ensure timely receipt of parts
- Self-starter, highly motivated individual, excellent communication skills
- Close service and repair orders in a timely manner
- Ensure timely communication regarding vehicle repair status
- Coordinate roadside breakdown repairs, status updates and contact vendors
- Ensure mandated inspections are completed in a timely manner
- Create, update and review maintenance procedures daily
- Complete expense tracking paperwork in a timely manner
- Ensure compliance with DOT/MOT regulations, as applicable

Requirements

- High school graduate or equivalent; college degree or ASE heavy certification preferred
- 5 or more years relevant work experience or an equivalent combination of experience and training
- Excellent communication and leadership skills
- Ability to work effectively in a stressful environment
- Excellent customer service skills and experience
- Working knowledge of basic computer programs to include Word, Excel and Outlook
- Self-starter
- Ability to prioritize and manage time effectively
- Working knowledge and understanding of DOT/MOT regulations

Employer paid benefits:

- Medical
- Dental
- Vision
- Paid time off
- Life Insurance
- 401k

Schedule:

- Hours 12p to 8:30p
- Monday to Friday
- Weekend availability

Experience:

- Maintenance Supervisor: 3 years (Preferred)
- Diesel Technician: 3 years (Preferred)
- Management: 3 years (Preferred)

For more information please visit our website www.jackcoopernews.com/apply-1 or please give us a call at 800-569-5201.