



## Automotive Service Manager

***Apply now to join the Metro Motor family and take your automotive career to the next level!***

Join our dynamic and thriving team! Our highly reputable auto repair shops, conveniently located across **DC, Maryland, and Virginia**, are on the lookout for a talented and driven Automotive Service Manager to help us continue delivering top-notch service as we grow!

At Metro Motor, we believe in investing in our **Automotive Service Managers**. We offer more than just an exceptional compensation plan—we ensure our team enjoys a healthy work-life balance, access to state-of-the-art equipment, and unmatched opportunities for career growth. Here, your dedication drives success, and your future moves full speed ahead.

### WHY JOIN OUR TEAM?

- Top-Tier Compensation Plans w/ Bi-Weekly or Weekly Pay
- Guaranteed Starting Minimum Base Hourly/Salary
- Potential Signing Bonuses (For Highly Qualified Candidates)
- Paid Vacation/PTO + Paid Holidays
- State-Of-The-Art Equipment, Scan Tools, & Facility
- Very Clean, Well-Ventilated, & Spacious Shop Area
- Unmatched Career Growth & Advancement Opportunities
- Always Busy! Steady Workflow Throughout The Year
- Family-First Culture & Flexible Work Schedules
- Positive & Friendly Work Environment
- Company-Paid Drinks, Lunches, etc
- 2+ Bays Per Technician

### RESPONSIBILITIES:

As a **Service Manager**, you will be responsible for providing exceptional customer service, ensuring smooth shop operations, and driving repair sales to meet customer needs. Your role will involve managing workflow, supporting technicians, and maintaining a productive, organized, and customer-focused environment.

- **Customer-Centric Service and Sales:** Build strong relationships with customers by clearly communicating repair needs, presenting solutions, and selling necessary services with transparency and trust to meet shop sales goals.
- **Operational Management:** Coordinate daily workflow, prioritize repair jobs, and allocate resources to maintain efficiency, minimize delays, and optimize shop productivity.
- **Collaboration and Quality Assurance:** Work closely with technicians to ensure accurate diagnoses, align repair timelines, and oversee repairs to meet high-quality standards, safety regulations, and customer expectations.
- **Documentation and Reporting:** Maintain clear, detailed records of repairs, estimates, and customer communications to ensure consistency, accuracy, and compliance with shop policies.



## QUALIFICATIONS:

- A minimum of 4 years of experience in automotive service is required.
- Strong desire and ability to coach and mentor team members to surpass performance goals.
- Valid driver's license with a clean driving record.
- Exceptional analytical, problem-solving, and multitasking skills.
- Self-motivated with an enthusiastic attitude and a collaborative team spirit.
- Outstanding customer service abilities, coupled with excellent time management and communication skills.
- Consistent and stable work history, demonstrating reliability and professionalism.
- Highly organized, efficient, and focused on achieving results.
- Full-time availability, including weekends.
- Reliable transportation is required.

## JOB DETAILS:

Job Type: Full-time

Pay: \$80,000 - \$150,000 Yearly Salary (based on experience)

## Benefits:

- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Paid time off
- Parental leave
- Professional development assistance
- Referral program

## Location/ Schedule:

- **In Person:** Monday to Friday 8am-6pm
- Saturdays 8am-2pm
- No Sundays

***Apply now to join a shop where you can truly maximize your income, further develop your skillset, and enjoy your career!***