



Job Announcement

Auto Technician – Shop Manager – Trainer

Oshkiimaajitahdah Institute of Technology/Automotive Training Center

Open: March 31, 2021-Until Filled

Primary Function: Auto Shop Manager oversees all business and administrative aspects of the service center. Including technician duties, hiring, training basic automotive skills, evaluating technicians and support staff, keeping and maintaining inventory, aware of price fluctuations and marketing responsibilities. Other duties as assigned. Full time position with benefits.

Essential Duties and Responsibilities:

- Assess vehicles to accurately diagnose and repair issues
- Provide routine inspections of vehicles and inform clients of any issues
- Communicate with clients to determine best plan to achieve vehicle needs
- Practice and ensure safety precautions at all times
- Training basics automotive skills to Oshkiimaajitahdah clients

Education/Work Experience/Qualifications :

- High School Diploma/GED
- ASE Certified preferred or equivalent experience
- 5 Years shop management
- Excellent customer service skills
- Knowledge of tools and Equipment required to conduct all repairs
- Ability to operate diagnostic tools as needed
- Driver's License
- Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Screen and Background Check

TO APPLY: Applications (w/resume attached) are being accepted at the Red Lake Nation Human Resources Office. (218)679-1847 Email: snorris@redlakenation.org