

## **Adventure Vehicle Outfitters, LLC – DBA: Juniper Overland**

### **Shop Manager - Job Description**

We are currently seeking a full time Workshop Manager. Individual will be responsible for delegating the daily workshop schedule necessary to meet project deadlines. Position will require consistent monitoring and follow up with workshop technicians, and coordination with management to ensure parts required for daily projects are available on time. We believe the more mechanical skill and knowledge an individual brings to this position the more successful they will be. However, keep in mind this position is not as a technician and would like to put an emphasis on leadership and an individual interested in a management trajectory with the company. We require a minimum of 3 years experience leading and managing others; preferably in a mechanics shop but similar skilled trades environment will be considered. There will be an in depth 60-day training period for this position so the individual is well educated in our processes, methods, and expectations necessary to become a successful shop manager.

### **Qualifications/Skills:**

- Ability to meet schedule deadlines
- Project management
- Leadership and communication
- Detail oriented

### **Responsibilities:**

- Delegate tasks and keep the workshop on schedule.
- Provide enthusiastic leadership and direction for your technicians in the workshop.
- Critical link between the workshop and the front office.
- Help coordinate customer parts: ordering, storing, staging, etc with management.
- Assist with customer drop off, pick up, and explanation of work completed.
- Maintain an inventory of workshop supplies and replenish as needed.
- Maintain a schedule for cleaning and equipment maintenance and delegate to staff.

### **Requirements:**

- BA/BS University degree with a concentration in management, operations, or business administration preferred.
- Three to five years of industry experience.
- Familiarity with office software and phone systems.
- Maintain a professional appearance and provide friendly customer service.
- Maintain a high level of positive energy and passion for the technicians you lead and also for the products they install.
- Willingness to learn with hands-on training.
- May lift objects that weigh as much as 50 lbs.
- Ability to safely use hand tools in a shop environment.
- Hold a valid driver license.

### **Work Hours & Compensation**

This is a fulltime salary position performed at our Denver location Monday – Friday. Workday starts at 800am and ends approximately at 5pm. Compensation starting range of \$65,000 - \$80,000 per year based upon experience. This position includes two weeks of paid vacation per year.

To apply please send us an email to [josh@juniperoverland.com](mailto:josh@juniperoverland.com)