# **Job Title: Auto Body Production Manager**

Job Summary:

We are seeking an experienced and results-driven Auto Body Production Manager to oversee and manage the production of our auto body shop. The Auto Body Production Manager will be responsible for managing the workflow, ensuring the timely and efficient completion of repairs, and ensuring a high level of customer satisfaction. The successful candidate must have strong leadership and communication skills, and be able to work collaboratively with other departments to ensure the successful operation of the business.

Responsibilities:

* Manage and coordinate the workflow of the auto body shop, ensuring that repairs are completed in a timely and efficient manner
* Ensure that repairs are completed to the highest standards of quality, safety, and customer satisfaction
* Manage and train a team of technicians, ensuring that they are skilled and knowledgeable in their work
* Ensure that all repairs are completed in accordance with industry standards and manufacturer specifications
* Work collaboratively with other departments to ensure the timely and efficient completion of repairs
* Monitor and manage key performance indicators (KPIs) to identify areas for improvement and implement changes as needed
* Ensure compliance with all safety and environmental regulations
* Communicate with customers, insurance companies, and vendors to ensure a high level of customer satisfaction

Qualifications:

* High school diploma or equivalent; Bachelor's degree in business management or a related field is preferred
* Minimum of 5 years of experience in auto body repair, with at least 2 years in a management role
* Knowledge of automotive repair processes and procedures, including estimating, repair techniques, and customer service
* Strong leadership and communication skills, with the ability to motivate and manage a team
* Proficient in the use of computerized estimating and management systems
* Valid driver's license

Certifications:

* ASE (National Institute for Automotive Service Excellence) certification in Collision Repair Management is a plus
* I-CAR (Inter-Industry Conference on Auto Collision Repair) certification in Collision Repair Management is highly preferred

If you are an experienced and results-driven Auto Body Production Manager who takes pride in delivering high-quality work, we encourage you to apply for this exciting opportunity. We offer a competitive salary, benefits package, and opportunities for career advancement.