# **Job Title: Collision Manager**

Job Summary:

We are seeking an experienced and motivated Collision Manager to lead our collision repair shop. The Collision Manager will oversee all aspects of the collision repair process, from estimating to final delivery, ensuring that repairs are completed to the highest standards of quality, safety, and customer satisfaction. The successful candidate must have strong leadership skills, be able to work collaboratively with other departments, and have a deep understanding of collision repair processes and procedures.

Responsibilities:

* Manage and coordinate the workflow of the collision repair shop, ensuring repairs are completed to the highest standards of quality, safety, and customer satisfaction
* Oversee the estimating process, ensuring accurate and timely estimates are provided to customers and insurance companies
* Work collaboratively with other departments to ensure the timely and efficient completion of repairs
* Manage and train a team of technicians, ensuring they are skilled and knowledgeable in their work
* 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
* Develop and maintain relationships with customers and insurance companies, ensuring a high level of customer satisfaction
* Manage and maintain all equipment and tools in the collision repair shop
* Manage the budget for the collision repair shop, including expenses and revenue generation

Qualifications:

* High school diploma or equivalent is preferred
* Minimum of 5 years of experience in collision repair, with at least 2 years in a management role
* In-depth knowledge of collision 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 a plus

If you are an experienced and motivated Collision 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.