

**SOUTHERN**  
**COLLISION CENTER**

**Job Title: Auto Body/Collision Center Parts Manager**

**Location:** Enterprise, Alabama

**Job Type:** Full-time

**About Us:** Southern Collision Center, LLC is a reputable auto collision center located in South Alabama. With a proven track record of successful operations, we take pride in providing high-quality collision repair services. We offer retirement plan contributions, Blue Cross Blue Shield Insurance Plans and paid holidays. As part of our commitment to excellence, we are seeking a qualified and experienced Parts Manager to join our team.

**Responsibilities:**

1. **Inventory Management:**
  - Oversee the procurement and maintenance of parts inventory.
  - Monitor stock levels and order necessary parts to meet demand.
  - Collaborate with suppliers to ensure timely and cost-effective procurement.
2. **Quality Control:**
  - Verify the accuracy and quality of received parts.
  - Address and resolve any discrepancies in delivered parts.
3. **Collaboration:**
  - Work closely with the repair and maintenance teams to understand their parts requirements.
  - Coordinate with vendors and negotiate pricing to optimize cost-effectiveness.
4. **Documentation:**
  - Maintain detailed records of all parts transactions, including receipts and invoices.
  - Generate reports on inventory status and usage.
5. **Vendor Relations:**
  - Cultivate and maintain positive relationships with parts suppliers.
  - Evaluate and onboard new suppliers when necessary.

**Requirements:**

1. Proven experience as a Parts Manager or similar role in the automotive industry.
2. Solid understanding of auto parts, their functions, and specifications.
3. Excellent organizational and communication skills.
4. Strong negotiation and problem-solving abilities.
5. Proficient in CCC One inventory management software.
6. Knowledge of relevant regulations and safety standards.
7. High school diploma or equivalent; additional certification in inventory management is a plus.

**How to Apply:**

Interested candidates should submit their resume and a cover letter detailing their relevant experience to [brian@southerncollisioncenter.com](mailto:brian@southerncollisioncenter.com)

Southern Collision Center, LLC is an equal opportunity employer. We encourage candidates from all backgrounds to apply.