



**Position:** Full-time Manager and Tire Service Technician for Rutana Tires and Automotive Services.

**Schedule:** Monday through Friday 8:00 AM-4:30PM

**Reports to:** Tribal Administrator

**Qualifications:**

- 2-year degree or equivalent preferred
- High School Diploma or equivalent required
- 4 years of auto service technical experience preferred
- 1 year of service manager or service writer experience preferred
- Aptitude to manage inventory, scheduling, equipment maintenance, etc.
- Capacity to lead and coach others
- Teammate and customer/communication skills
- Ability to recruit and select technicians and general service teammates successfully according to store requirements
- Willingness to continue education and remain current in automotive repair issues
- Must have valid automotive driver's license at all times in order to test drive customer's vehicles

**Job Responsibilities:**

- Problem solving – resolving customer complaints
- Applicant must be dedicated and reliable, function well in a physically demanding environment,
- excel in working as part of a team.
- manage customer relationships and frequently serve as a liaison between technicians and customers.
- It will also select, coach, lead, train and supervise vehicle technicians while assisting with the purchase of parts, materials and equipment.
- installing new tires and wheels, performing maintenance on tires, including rotations, balancing, and repairs,
- participate in training, follow safety procedures job duties and company policies,
- conducting basic maintenance and cleaning, providing helpful and friendly customer service.
- Assign and schedule work duties to auto service staff according to individual skill level
- Serving all automotive service needs of customers
- Oversee the hiring and training of an effective auto service team
- Ensuring high teammate retention
- Maintain compliance with quality standards
- Developing customer satisfaction and retention
- Other duties assigned

**EXCELLENT BENEFITS PACKAGE!**

**To apply:** Applications/Resume's can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 attn: HR Director or e-mailed to [ccolborn@iowas.org](mailto:ccolborn@iowas.org). Native American Preference is given (BIA Form 4432). For more information regarding this position, please call Cheyenne at 785-595-3258. Applications accepted until 4:30PM 03/12/24