

Job Description – Parts Manager

Job Title:	Parts Manager
Department:	Service
Position Type:	Full-time
Reporting To:	Works Manager

Manage the parts business at the dealership. Ensure the availability of parts while efficiently managing inventory costs. The role requires extensive interaction with Royal Enfield India and the workshop teams to ensure a smooth and efficient supply chain for parts.

Primary Responsibilities

Managing the Parts Supply Chain

- Define annual, quarterly and monthly forecasting and indent plan in alignment with the workshop and the dealership sales team
- Owning the complete supply chain for parts, right from parts requisition to stock upkeep, inventory management, and issuing of parts and accessories to technical team basis requirements
- Track & monitor parts in transit and conducts QA check to identify quality of received parts
- Manage purchase of other consumables such as Oil, distilled water, tyres etc.
- Manage relationship and coordinate with other dealers for urgent sourcing requirements
- On time reporting of inventory levels in DMS and daily audit of perpetual inventory
- Contributes to the dealership profitability by supporting revenue generation from parts and accessories sales by ensuring parts availability

Additional Responsibilities

- Keep a close liaison with Finance manager for fund status with respective persons at Royal Enfield
- Every 3rd day verify with Warranty Supervisor for warranty claim submission to HO for the parts issued from Parts department
- Close liaison with Workshop Manager, CRM and Service Consultant for availability of parts
- 1st day of every month submit a report on parts performance, inventory and consumable status to Works Manager / Service Manager
- Reconciliation of Parts Inventory with Finance department, HO.
- Plan for liquidation of old Inventor

Candidate profile

- **Educational Qualifications:** Diploma / Graduate / extensive technical experience
- **Industry:** Auto [2 wheeler preferred], Logistics
- **Minimum experience:** 2-3 years
- **Profile:** Extensive technical experience especially for automobiles [2 wheelers]
- **Competencies:**
 - People management - Technical Knowledge (Service) - Analytical skills