

Job Description – Accident Repair Supervisor

Job Title:	Accident Repair Supervisor
Department:	Service
Position Type:	Full-time
Reporting To:	Works Manager
Responsible on absence:	Floor Supervisor & Service Consultant

The Accident Repair Supervisor will assess the accident repair and ensure its implementation by the floor team

Primary Responsibilities

- **Accident Repair**
 - Assess the accident repair for any accident jobs received by the workshop
 - Prepare a time and cost estimate and agree on the same with customer & service consultant
 - Raise requests with Royal Enfield after sales team for required spare parts not available in dealership
 - Monitor and oversee the accident repair and overhaul being carried out by the floor team
 - Follow Accident Repair Register as per prescribed format
 - Help customer process the insurance requirements / documentation

Candidate Profile

- **Educational Qualifications:** Diploma / Graduate
- **Industry:** Auto [2 wheeler preferred]
- **Minimum experience:** 2-3 years
- **Profile:** extensive technical experience in automobiles [2 wheelers]
- **Competencies:**
 - Customer Relationship Management
 - Technical Knowledge – Service
 - Analytical Skills