



JOB DESCRIPTION: Parts Manager, sales, and customer service

Company:	Ligier Automotive is a company dedicated to the construction of racing cars. Its expertise in the areas of design, production, electronics, engines, restoration, and operations means it can make special vehicles, concept cars, sports-prototypes, single-seaters, and cars for track races, ice races, off-road events and more. Our passion for motorsport, innovation and development reflect our values. Work, team spirit, collective intelligence, and the pressure to achieve results are in Ligier Automotive's DNA, and they enable us to build new adventures. Ligier Automotive North America is the sales and distribution entity for the "Americas" for this iconic brand.
Department:	Distribution, Inventory, Customer Service
Roles:	Parts Manager
Reports to:	Commercial Director

Job Summary of Primary Responsibilities: Oversee and executes the sales and distribution of parts and accessories to customers including racing teams, individual drivers and driving clubs.

Oversees the parts warehouse, parts trailers and helps support the operation of the parts support trucks (2) at various professional and entry level races across North America.

- Utilizing excellent customer service skills, develop strong relationships with existing customer base while developing new customer relationships.
- Works as part of a broader team including procurement, accounting, and operations to ensure efficient and seamless workflow from parts order to delivery.
- Accurately forecasts parts inventory needs based on available data such as car count, historical sales, car construction volume etc.
- Managing the receipt, initial inspection and storage of all inbound parts and materials.
- Maintaining accurate inventory records and optimizing stock levels.
- Working with, maintaining inventory management, and invoicing systems including Fishbowl and QuickBooks.
- Working with other departments, assist with AR receipts and collections, as necessary.
- Ensuring compliance with safety and regulatory standards in the storage and handling of materials.
- Conducting regular audits and stock checks to verify inventory accuracy.
- Overseeing the packing and shipping of parts to customers, race locations and other destinations.
- Preparing and presenting inventory reports to management.
- Consulting regularly with Ligier Automotive counterparts in France

Management Team Accountabilities:

- Contributes to the culture of the company by promoting open and honest dialogue, being an active listener and leading with integrity.
- Practice effective communication—actively listening and paying attention to details to assure clear work instructions are provided to the rest of the team.
- Establishes and maintains exceptional quality and safety standards for efficient daily operations.

Qualifications:

- 4-year bachelor's degree or equivalent.
- Have at least 4 years' experience in parts sales and customer service.
- Computer Skills: comfortable with Microsoft Office, Outlook/E-mail, willing to learn other manufacturing software, as needed, such as QuickBooks and Teams.
- Experience with FishBowl and QuickBooks is highly desirable.
- Ability to travel 30% to 40%, mostly weekends.
- Valid passport for international travel.

Key Traits:

- Results Driven: Focuses on the critical few objectives that add the most value and channels own and others' energy to consistently deliver results that meet or exceed expectations.
- Fosters Teamwork and Effective Communicator: Builds and maintains relationships across all areas that motivate, guide, and reinforce the performance of all toward goal accomplishments. Models being a team player and promotes collaboration and open communication and information flow.
- Self-Aware Learner: Continually strives for functional and technical expertise in all aspects of planning, scheduling, analysis, and continuous improvement, as well as developing critical people skills needed to lead.
- Integrative Thinker: Utilizes analytic skills with the ability to evaluate large amounts of information (multiple departmental schedules, orders, etc.) and practices system-wide thinking.
- Excellent written and communication skills.
- Strong attention to detail and organizational skills.
- Expected to lead with integrity, and promote respectful relationships, while holding people responsible for results.
- Must model and reinforce safety practices required.