

Assistant Branch Manager

Transaxle, a leading remanufacturer of drive train components and heavy truck parts is seeking an experienced Assistant Branch Manager.

Key Responsibilities would include but are not limited to:

- Overseeing all aspects of the branch to ensure customer satisfaction and represent the company in a professional manner.
- Opening and closing of branch.
- Coordinating customer service at the counter, on the phone, in the shop, and with outside sales.
- Responding to customer parts or information requests.
- Identifying customer needs and opportunities that will produce add-on sales.
- Purchasing parts, reviewing and approving all invoice changes.
- Assist with warehouse and dispatching drivers.
- Achieving monthly sales budgets

Desired Qualifications:

- 2-4 years of experience
- PC skills and understanding PC systems
- Mechanical aptitude and experience in automotive or truck mechanics
- Previous sales experience, particularly in a truck/ equipment environment
- Ability to perform general organizational and administrative duties.

Competitive salary along with a benefits package which includes:

- Medical and/or Dental Insurance
- Company-paid Life Insurance
- Paid vacation, sick and personal time
- Paid holidays
- 401K plan