Royal Tire, Inc.
Position Description

Job Title: Assistant Commercial Manager

Level: Pay Grade 8

Exemption Status: Exempt

Department: Commercial

Authorization:

Date: 01/01/2012

JOB SPECIFICATIONS

FACTOR	LEVEL
EDUCATION	High School plus 2 years
JOB RELATED EXPERIENCE	2 years
SUPERVISION GIVEN	15-25 functional
SUPERVISION RECEIVED	Commercial Store Manager
OTHER REQUIREMENTS	Valid Driver's License with acceptable driving record

JOB SUMMARY:

It is the Assistant Commercial Manager's responsibility to assist the Commercial Store Manager with supervision and coordination of personnel and activities within the store, and to follow the directives of the Commercial Store Manager. This position will adhere to and promote the Royal Tire mission. He/she will operate within the confines of the core company values while contributing to the success of their functional team.

ESSENTIAL JOB DUTIES:

1. Treat all co-workers, customers, and vendors with dignity and respect.
2. Greets customers promptly and courteously.
3. Participates in the development of objectives and budgets for his/her assigned store, and assists with implementation and monitoring.
4. Assists the Commercial Store Manager with in hiring, orientation, training and development of store personnel.
5. Assists the Commercial Store Manager with performance reviews of store personnel.
6. Works directly with the Commercial Store Manager and technicians to insure that labor goals are achieved and shop productivity is aligned with company goals.
7. Assists in direct counter sales and other areas, as needed.
8. Works with the Commercial Store Manager to ensure that safety regulations are followed within the store. Leads and/or participates in safety meetings, department meetings, regular vehicle and equipment inspections, and updating required postings.
9. Verifies that all equipment and vehicles are maintained in proper working order.

10. Sets up the customer scheduling procedures and trains and monitors store personnel on the correct application of such procedures.
11. Maintains current knowledge of all company products, services and prices, and works with the Commercial Store Manager to ensure all employees utilize such knowledge.
12. Assists the Commercial Store Manager with purchasing decisions pertaining to tires (and related products) and helps ensure proper inventory levels.
13. Keeps abreast of changes and developments of new products and advises the Commercial Store Manager of potential applicability.
14. Works with the Commercial Store Manager to maintain the store's internal and external appearance.
15. Administers opening and closing procedures, when required.
16. Assumes management responsibilities in the absence of the Commercial Store Manager.
17. Promotes a positive image of Royal Tire, Inc. in the community.

NON-ESSENTIAL JOB DUTIES

1. Works in other commercial store locations when requested.
2. Performs related work as required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standing	Approximately 90% of the time
Walking	Approximately 10% of the time
Bending/Stooping	Occasionally
Squatting	Occasionally
Reach above shoulder level	Occasionally
Push/Pull	Occasionally
Crouch	Occasionally
Lifting up to 75-100 pounds	Occasionally
Verbal communication	Continuously
Written communication	Frequently
Hearing normal conversation	Continuously
Sight, including near acuity	Continuously
Far acuity, depth perception, full field of vision and distinguishing colors	Occasionally