

Job Description

Position Title: Inspection Manager

FLSA Status: Exempt

Business Unit: ASINSP

Job Code:

Reports to: ASI Sr. Management

Date: June 2022

Job Specifics: Full-time, Mon-Fri/Sat (8am-5pm)

Job Description:

The Inspections Manager is responsible for the effective leadership and supervision of the 3rd Party Inspection group and all aspects of the inspection department at the operating location in direct coordination with the ASI management and Auction (location) Inspections leadership group.

Job Responsibilities:

- Coordinate the scheduling of work for inspectors to ensure compliance with client service level agreements, and other location specific operational requirements.
- Actively engage all departments within the operating location to effectively ensure compliance of SLA Requirements and completion of high-quality condition reports as efficiently as possible.
- Responsible for the planning and coordination of all skill-based training of the Inspector workforce.
- Clearly communicates responsibilities and expectations to inspection teams, schedules time off & documents attendance, and ensures that staffing meets performance objectives for both quality and quantity of work.
- Ensures inspection compliance with customer policy and procedures and location policies and processes.
- Provides support of equipment and supply inventories.
- Completes physical audits as prescribed by ASI Inspections QA Program.
- Provides motivation, feedback, coaching and guidance to onsite vendors with assistance of ASI Senior Managers.
- Reviews arbitrated vehicles and audit results to identify training or disciplinary needs.
- Reviews Vehicle Reports and vehicles with customer / client representatives to provide for specific needs.
- Participates in local (Manheim) and ASI Management Meetings.
- Provides weekly status to ASI management.
- Analyze, compile, and conduct regularly scheduled performance reviews for onsite inspection vendors with input and assistance from ASI senior management.
- Follows and supports others in the use of the work instructions provided by client and/or Manheim Inspections using the Manheim Electronic Condition Report Program,
- Visibly demonstrate safety commitment by following all safety and health procedures and modeling the behaviors related to such. Work in cooperation with safety leadership in support of all safety activities aligned with ASI Safety protocols.

- Work with Auction (Location) manager to review work volumes, plan and continuously monitor staffing levels to ensure efficiency, quality work product, and effective customer service; review departmental performance against key performance indicators and metrics and develop and execute strategies for improvement.
- Performs other duties as assigned by ASI management manager or supervisor, including but not limited to locating and moving vehicles, starting and/or jump-starting vehicles, checking in commercial vehicles, removing snow and ice, etc.

Qualifications:

- High School diploma or equivalent required
- College Degree preferred
- 1 - 3 years of experience in the automobile field (inspections, body/mechanic shop, etc.) strongly preferred.
- 1 year of service with Manheim Inspections preferred
- Demonstrated ability to lead a team.
- Technical and computer competence and proficiency required
- Excellent written and verbal communication skills at all levels.
- Self-motivated and can motivate others.
- Ability to prepare and present reports to senior management.
- Excellent organizational skills, customer-focused, proactive, and team-oriented.
- Ability to set priorities and solve problems.
- Displays a general understanding of frame and body repairs and mechanical knowledge.
- Ability to identify damage and/or missing parts, and value-added options. Willingness to work a flexible / changeable scheduling including weekends and extended schedules.
- Valid driver's license and safe driving record.
- ASE Certifications and ICAR Certifications a plus, but not required.
- Highly motivated with a strong work ethic. Ability to work independently with little supervision
- Demonstrated experience in organizing, prioritizing and coordinating complex team efforts.

Work Conditions:

- Office Environment
- Exposure /prolonged exposure to all weather conditions
- May be required to work more than 40 hours per week and weekend.

Skills:

- Excellent communication, organization, and interpersonal skills
- Active listening
- Judgment and decision making
- Critical thinking
- ability to multi-task successfully
- Proficient with Microsoft Office

Requirements:

- Ability to drive/travel all modes of transportation
- Regularly required to talk and hear.
- Prolonged standing and sitting
- Ability to lift 30 lbs.
- Ability to bend, stoop, squat or kneel

The Perks

As an Auction Location Manager, you will be a part of a GROWING automobile inspection company. You will have the freedom to reach your own potential, while having the chance to do the type of work you enjoy.

Our full-time Inspector Leads are paid hourly and overtime eligible. Inspector Leads receive competitive pay, health benefits, 401(k) and paid time-off (PTO). ASI also provides bonus incentives; successful employees are rewarded for their energy and ability to act quickly and with integrity.

About ASI Auto Group

ASI Auto Group is a national provider of vehicle inspection services tailored to the wholesale auto auction industry's unique needs. We believe Condition Reports matter, and the quality, accuracy, and timeliness of our services drive trust and transparency for our clients and their customers.

ASI is an Equal Employment Opportunity employer – All qualified applicants/employees will receive consideration for employment without regard to that individual's age, race, color, religion or creed, national origin or ancestry, sex (including pregnancy), sexual orientation, gender, gender identity, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law. ASI provides reasonable accommodations when requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship.