

Estimator / Parts Manager

Part to Full-time Position

Wage: DOE

Holiday and Vacation Time

Will serve as Shop Assistant to smaller shop in Corning



Qualifications:

- Must have knowledge in CCC One Estimate System
- Familiarity with Collision Management System
- Estimating experience
- Must have excellent customer service skills
- Previous experience in a Body Shop
- Needs to be team minded, detail oriented
- I Car Certification is a plus

Job Description:

- Order Parts, checking in parts
- Deal with Insurance companies to complete supplements
- Make decisions on repairing or replacing parts while taken into consideration safety, cost and time
- Examine damaged of vehicle and prepare repair plan process
- Assist customer with recommended repairs of their vehicles
- Prepare repair orders
- Maintain professional contact with customers and Insurance company

To Apply: Email the employer a completed standard application and resume at:
amie.boles2019@gmail.com