TITLE: General Manager

REPORTS TO: Dealer/President

POSITION INFORMATION:

The General Manager is completely responsible for and will be held accountable for the successful operation of the entire dealership. S/he will develop and execute plans to ensure the dealership of a reasonable profit and the stockholders of a fair return on their investments. The General Manager will accomplish all objectives through planning, motivating, and coordinating the activities of all departments.

DUTIES AND RESPONSIBILITIES: (Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)

Management-related:

E( ) M( ) Plan the dealership's operations for the coming year and report the plan to the dealer and/or stockholders for approval.

E( ) M( ) Obtain, review and recommend improvements for each department manager's monthly forecasts and plans.

E( ) M( ) Ensure that every department operates harmoniously and profitably.

E( ) M( ) Develop and maintain a good working relationship with the factory and lending institutions.

E( ) M( ) Ensure that a completed financial statement is submitted to the factory by the 5th working day of each month.

Personnel-related:

E( ) M( ) Formulate policies and establish procedures for all training programs and monitor their effectiveness.

E( ) M( ) Handle all dealership personnel functions, to include: interviewing, hiring, measuring and evaluating performance, recognizing accomplishments, and termination.

E( ) M( ) Review and approve the compensation plans for all employees.

E( ) M( ) Ensure that department managers are training and supervising employees for optimum effectiveness.

E( ) M( ) Communicate management's policies and procedures to all employees and ensure that they are understood and followed.

E( ) M( ) Complete a formal performance evaluation of each department manager once every six months.

E( ) M( ) Provide enthusiastic leadership to shape employees' attitudes and build morale.

E( ) M( ) Establish harmony and teamwork among departments.

E( ) M( ) Conduct managers' meetings at scheduled intervals.

Other:

E( ) M( ) Coordinate with the business office to ensure that records and analyses are maintained accurately.

E( ) M( ) Develop merchandising strategies and assist in creating an effective, cost-efficient advertising program.

E( ) M( ) Resolve any customer complaints that line management has not been able to resolve.

QUALIFICATIONS:

High school diploma or the equivalent. College degree preferred. Ability to read and comprehend instructions and information. At least two years in a dealership sales capacity. At least two years in a supervisory position. Professional personal appearance. Excellent communication skills in person, on the telephone, and in writing. Will be trained on all dealership computer systems. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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WORKING CONDITIONS:

Will move about the dealership, both indoors and outdoors, to consult with employees and customers. May need to leave the dealership periodically to attend outside functions. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer