

# BestDrive Retail Assistant Manager

## Your tasks

### Position Overview:

The Retail Assistant Manager aids the Store Manager in many of the operational aspects of running the retail location which include sales, operations, and service of a well-established tire dealership. This role primarily manages the back-office functions including all administrative tasks, warehousing and distribution logistics for customer deliveries, and acts as a second in command at the retail store. The Retail Assistant Manager may be a point of contact with the customer and is charged with providing exceptional customer service and strive to reduce down-time for our customers. This role is intended to develop all the skillsets necessary to be eligible for consideration to manage a retail store as the Store Manager. These activities include but are not limited to:

### Essential Duties:

- Oversee the administration of all transactional paperwork functions in the store relating to but not limited to inventory tracking, customer billing and collections, inventory ordering, employee time clock review and Accounts Payable processing.
- Management of inventory warehousing including stock replenishment, inventory movement paperwork processing and distribution of inventory.
- Responsible for performing physical inventories based on company guidelines around frequency and requirements based on results.
- Manage the logistical movement of tires from the store to and from the retread plant and also from the store to customer locations.
- Assist with inbound customer calls, placement of orders and preparation of distribution of product.
- Communicate pricing with customers on site and over the phone.
- Effectively manage team of employees responsible for administering the back office support functions of the retail store.
- Eventually manage a team of between four to six Service Technicians once the annual revenue of the store reaches approximately \$6M.
- Communicate with Manager daily.
- Abide by all Company safety policies and state and federal transportation regulations
- Assist in inventory while maintaining security of products and control measures.
- Assist with ensuring all preventative maintenance services are kept up to date and documented per store lease requirements.
- Any other duties assigned by the Store Manager or Corporate team

## Your profile

### Required Qualifications:



Job ID  
**REF75873C**

Field of work  
**General Management**

Location  
**Forest Park**

Leadership level  
**Leading People**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental Tire the Americas, LLC**

- Must be 21 years or older
- High School Diploma or equivalent
- Valid Driver's license in good standing
- Excellent written and oral communication skills.
- Basic math skills
- Attention to detail
- Multitasking

**Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job opening.**

#### **Preferred Qualifications:**

- 1-2 years previous management experience
- Previous tire dealership experience
- Bilingual - English and Spanish speaking
- Microsoft Office - Intermediate
- TIA Certification
- Retread tire knowledge
- Microsoft Office - Intermediate

#### **Our offer**

##### **Work Environment & Physical Requirements**

- Work hours are generally 7am-5pm Monday - Friday. Saturday and evenings as needed; may have little to no advance notice.
- Must be available to work rotating shifts, potentially nights and occasional weekends.
- This position operates in all types of indoor and outdoor work environments, therefore exposure to heat and cold is to be expected.
- While performing the duties of this job, employee is regularly required to stand, bend, climb, lift and walk.
- Required to wear various forms of protective equipment (safety shoes, gloves, protective eyewear, etc.). Comply with OSHA regulations and safety requirements.
- Required to lift 75-100 lbs. routinely; may be required to occasionally lift, up to 150 lbs. individually.

##### **Why you should apply:**

- Immediate Benefits
- Paid Time Off
- Employee Discounts
- Employer 401(k) Match
- And more benefits that come with working for a global industry leader!

##### **EEO-Statement:**

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status,

or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

## **About us**

BestDrive, a wholly owned subsidiary of Continental, is quickly becoming the top choice among commercial trucking fleets for our high-quality products and exceptional service. BestDrive Commercial Tire Centers specializes in providing fleet customers with innovative tire solutions including award winning Continental and General Tire brand products, innovative commercial solution products such as ContiPressureCheck, and a wide array of multi-brand truck tires to address all market segments. Since our founding in 2012, we presently have 25 locations throughout the United States and continue to rapidly expand our footprint throughout the country