

Job Summary:

The Car Processing Manager is responsible for overseeing the efficient and safe dismantling, processing, and preparation of vehicles for the pick a part, recycling, or disposal. This role involves leading a team, ensuring compliance with safety standards, coordinating daily workflow, and maintaining quality control over processed vehicles and parts.

Key Role & Responsibilities:

- Work alongside and supervise the car processing staff in vehicle intake, dismantling, fluid draining, part removal, and scrapping.
- Ensure all vehicles are processed according to company standards and environmental regulations.
- Maintain accuracy with vehicle paperwork.
- Inspect processed vehicles for compliance before they leave the Processing Center.
- Train team members on proper handling of tools, equipment, and hazardous materials.
- Coordinate with your supervisor to meet daily and weekly processing targets.
- Monitor performance, provide feedback, and report staffing or operational issues to your supervisor.
- Maintain cleanliness and organization in the processing area.
- Operate and maintain equipment such as forklifts, loaders, and fluid recovery systems.
- Enforce workplace safety policies and participate in regular safety meetings.

Qualifications:

- High school diploma or equivalent required.
- 2+ years of experience in auto dismantling, recycling, or a similar automotive environment.
- Previous leadership or supervisory experience required; 2 years minimum.
- Knowledge of vehicle systems and basic auto mechanics required.
- Strong organizational, communication, and time management skills.
- Ability to operate heavy equipment and hand tools safely.
- Valid driver's license required; forklift certification a plus.

Physical Requirements:

- Ability to lift up to 50 pounds regularly.
- Work in outdoor conditions year-round.
- Standing, bending, and manual labor for extended periods.
