

**COX PETROLEUM TRANSPORT
JOB DESCRIPTION**

Job Title: Shop Team Leader

Location(s): Cudahy, CA

Reports to: Vice President of Fleet

Schedule: Monday through Friday - 8:00 am to 5:00 pm

Responsibilities include but not limited to:

- Create, process and close repair orders accurately in company system
- Assist with receiving parts and maintaining an accurate inventory
- Coordinate and manage tire inventory to ensure we have tires readily available
- Process, scan and forward completed service sheets to the corporate office
- Pick up/drop off shuttle driver at vendor locations as needed
- Daily morning yard check and inventory of equipment
- Process warranty and core returns
- General housekeeping in shop and parts areas.

Skills and Experience:

- Previous team leadership experience required
- Outstanding customer service skilled required
- Minimum one year of shop experience
- One year of experience in parts inventory
- Product warranty claims experience preferred
- Proficient in MS Excel/Word
- Must have good verbal and written communication skills
- Must detail oriented with close attention to accuracy
- Minimum of year experience with data entry
- TMT experience a plus