

ASSISTANT MANAGER- POSITION DESCRIPTION



Mint Smartwash (Mint) is a technologically advanced express tunnel car wash, that utilizes state of the art computer systems and mechanical components in its wash system. Mint is currently seeking applicants to join our team in the role of Assistant Manager in our new car wash in Billings, Montana.

Mint is a high paced, rewarding work environment, with a key focus on safety, efficiency, and providing a top-quality level of service to all customers. The Assistant Manager is Designated by the General Manager to assist in the function of daily operations and fulfill the General Manager duties, if they are unavailable. They are the employees direct line of contact to the General Manager and Corporate Management Team should the General Manager be unavailable.

The ideal candidate will need to possess a positive upbeat attitude, willingness to help customers and fellow employees, is a team player, is detail oriented, highly adaptive in various work environments, safety leadership, and has a willingness to learn and grow with the company.

In addition, the candidate will be expected to become well-versed in all areas of the car wash operation and meet the following requirements:

- Perform all job tasks in compliance with, and enforce all Mint procedures, policies, and guidelines
- Identify and troubleshoot issues occurring with mechanical and operating systems, including the ability to assist in resolving the issue or delegating to Maintenance Lead
- Ability to accurately record and fill out, review, and manage processing of all Mint required checklists and membership processing paperwork
- Ability to work with heavy loads
- Demonstrated ability to work safely and enforcement of all safety policies and rules, including all required forms and paperwork
- Responsible for implementing and conducting safety meetings
- Compliance with and enforcement of all Mint policies and procedures
- Excellent organizational and time management skills
- Ability to deal with staff issues, scheduling, and delegating task to Wash Associates
- Have moderate computer skills
- Role model and mentor to fellow employees
- Ability to conduct minor accounting functions
- Provide exceptional customer service and can follow up with customers regarding incidents or other issues
- Ability to be an Ambassador for Mint in the community

Requirements to be considered for hire:

ASSISTANT MANAGER- POSITION DESCRIPTION



- Valid driver's license or ability to get to and from work
- Availability to work between the hours of 6am and 9pm, as scheduled, or after hours if required
- Mechanical aptitude and/or previous sales, customer service, or management experience will be considered an asset.

Mint Smartwash is a drug and alcohol-free work environment.

Mint Smartwash is looking to invest in the right candidate for this position and has a competitive pay structure and incentive program. To apply, please submit your resume and cover letter to info@mintsmartwash.com.