

KEIZER'S AUTO GROUP



NOW HIRING!

Keizer's Auto Group is currently looking for an *experienced* full-time Collision Repair Planner.

COLLISION REPAIR PLANNER

Job Description

Tired of Inconsistent volumes of work, poor culture and working environment, sick of low flat rate times and the ups and down pays that go with them? Are you looking for a clean, Professional state of the art facility with the latest equipment and technology? Then give us a call today. We are offering high wage guarantees, employee benefit packages, paid vacations, and team efficiency bonuses. If you meet these qualifications please contact Dale at 902-488-7325. No Resume NEEDED!****

Objective:

Accurately and completely assess the damage of vehicles and document needed repairs and parts replacement on the damage appraisal

Reporting Relations:

- Reports to the collision center manager and production manager
- Works closely with CSR's, Technicians, group or team leaders, and insurance adjusters

Responsibilities:

- Assure that each vehicle is in position that a complete and accurate damage appraisal is possible and that any needed disassembly is accomplished to capture 100 % of broken parts the first time
- Inspect the vehicle for damage to the structure, sheet metal, mechanical, electrical, glass, dash lights and interior components and necessary refinishing to bring the vehicle to pre-accident condition
- Note any non-collision damage or maintenance issues that may need repair (prior damage)
- Specify all needed repair operations, replacement parts, labour operations and/or sublet operations to be performed. 100% of what we do, 100% of the time
- Review current estimating guide procedures pages to assure that all needed but not included operations and parts or materials are specified, review all pictures, mark properly, take the time to tell the story of the repair, document and justify each repair to image desk (add notes, document)
- Prepare the computerized damage report (blue print, scrub, and attach all media)
- Communicate with the CSR, customer, insurance adjuster, image desk as needed to obtain approval for the repair (sell the repair) get commitment (schedule in date)
- Order parts and document when parts will arrive, who was dealt with and parts company

We offer excellent compensation, continuous training and advancement opportunities.

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THE COACHWORKS



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- Review damage appraisals with production manager as appropriate to clearly explain needed repairs, any customer pays items and special instruction
 - Follow up on any repairs requiring supplements to promptly obtain approvals
 - Audit insurance estimates for proactive supplement*

Skill Criteria:

- Must be detail oriented
- Must have a complete and thorough understanding of vehicle construction, estimating guides, Procedure pages, and insurer needs
- *Must have experience writing estimates*
- *Knowledge of Audatex and Mitchell Repair Programs an asset*

Email your resume to: dalekeizer@keizers.ca

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