



Job Description

Thumbs Up Window Tint

Section 1: Identifying Information

Position Title: Automotive Window Film Installer
Reports to: Thumbs Up Window Tint Owner

Date Prepared: March 2015
Phone Number: (210) 680-2451

Section 2: Position Purpose

The purpose of this position is to effectively carry out quality installation of automotive window film on vehicle windows.

Section 3: Responsibilities, Supporting Actions, and End Results

Major Responsibility: High quality installation of automotive window film.

Supporting Actions: Ability to hand cut window patterns, have a clean window tint installation, ensure that our customers receive the highest level of customer service at all times, assist the sales team in growing volume and profits by identifying new customers and sales opportunities, and ensure 100% compliance with company policies and procedures.

End Result: A smile and thumbs up from a satisfied customer, and a clean, high quality install on their vehicle.

Section 4: Decisions Position is Free to Make

Decisions free to make:

- ◆ Bringing problems and concerns to the owner/manager of Thumbs Up Window Tint in time for effective action to be taken, e.g., cumbersome or ineffective workflow, procedural problems, systems problems, difficulty resolving problems with others both internal and external.

Section 5: Job Qualifications

- ◆ 3+ years' experience installing automotive window tint required.
- ◆ Strong communication and interaction skills required.
- ◆ Excellent organizational skills required.
- ◆ Valid driver's license and good driving record required.
- ◆ Customer focused.
- ◆ High ethics and integrity.
- ◆ Positive influence on customers and employees.
- ◆ Strong work ethic.

Physical Requirements:

- ◆ Regularly required to stand and walk. Frequently required to stoop, kneel, crouch, bend, squat and climb. Ability to lift 1-15 pounds (light hand tools, etc.)

Bonus: Experience and knowledge in flat glass tinting, paint protection film installation, vinyl installation or HID lighting.

Note:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with this job. While this list is intended to be an accurate reflection of the current job, the company reserves the right to revise functions and duties of the job and to require that additional or different tasks be performed as circumstances dictate.