



**WESTERN
RANCH
SUPPLY**

Shop Office Manager

Job Description

The Shop Manager will oversee all operations of the shop, including welding, electrical, flatbed installations, etc. As well as managing all paperwork and the organization of scheduling and daily duties. This person must be highly organized and able to oversee individuals.

Key Areas of Responsibility

- » Perform assigned duties in a professional and timely manner
- » Assist where needed
- » Create and maintain a safe environment for customers and co-workers
- » Oversee shop employees and their work
- » Projects including welding, electrical, and mechanical aspects
- » Maintain a clean and safe work area

Skill Set Requirements:

- » Strong communication skills
- » Strong organizational skills
- » Positive attitude and willingness to learn
- » Excel in fast-paced, evolving work environment
- » Familiar with standard retail processes
- » Welding - we will train
- » Basic mechanical knowledge

Physical Demands:

- » Standing for long periods of time
- » Shop environment with cement floor
- » Bending, carrying, and pushing
- » Outdoor in inclement weather
- » May be asked to stay after 5:00 PM to complete a job

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job.



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<https://www.indeed.com/cmp/Western-Ranch-Supply!>



West End Billings
7305 Entryway Drive
Billings, MT 59101
(406) 252-6692

Downtown Billings
303 North 13th St.
Billings, MT 59101
(406) 252-6692

Great Falls
4000 River Dr. N
Great Falls, MT 59403
(406) 761-2160

The Shop
1615 6th Ave. N
Billings, MT 59101