

**Responsibilities**

- According to the OEM standard, assist the vehicle pre-inspection work;
- Standardize the operating process with the requirements of the workshop. Deal with problems timely , if there are issues couldn't be resolved in time, report to the higher leadership to follow up promptly;
- According to the regulation of the workshop, use a variety of equipment, tools, and maintenance to ensure the smooth progress in Vehicle inspection and maintenance;
- According to the regulation of the workshop , maintain work area clean and tidy, use tools and keep it clean;
- Ensure the exact completion of all work;
- According to the OEM standards, complete the necessary documents under the guidance;
- Effectively handle multiple priorities, organize workload, and meet deadlines;
- Other Responsibilities: Perform other related duties as assigned, based on the business need.

Requirements

- Minimum secondary school degree, experience in car repair is preferred;
- Basic knowledge of motor vehicles;
- Having driver's license is preferred;
- Excellent oral and written communication skills as well as the ability to follow instructions as required ;
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work, including the public ;
- Maintain and perform top level professional integrity and appearance as an automotive technician.