Assistant Service Manager

Posted by: Canadian Tire 287

Posting date:11-Mar-2026 **Closing date**: 07-Sep-2026

Education: Mimimum of Secondary (high) school graduation certificate

Language: English

Job location: Yorkton

Salary: $33.60-35.00 Per Hour

Years of Experience: 5 years

Vacancy: 1

Job Type: Full Time **Job id**: CAJ7609539

Job description:

Assistant Service Manager (Noc Code 60020)

Are you looking for a job where you can learn, meet people, have fun, share your ideas and help customers in a family and diverse work environment? Would you like to join one of Canada's most iconic and trusted companies? We're 100 years young and we need you!!

Job summary

As a member of the store's Management Team, the Service Manager is responsible for leading and managing the Automotive Service Centre team by ensuring that the department operates efficiently with friendly and informed staff to offer the ultimate customer experience to build customer trust and loyalty. Reporting to the Store Manager/General Manager/Associate Dealer, the Service Manager works collaboratively with the Associate Dealer

to establish sales objectives, cost controls and strategies for growth and profitability in the Automotive Service Centre.

Benefits:

• An amazingly friendly team
• Continued career opportunities
• Profit-sharing (conditions apply)
• Employee discount
• Diverse, inclusive and safe working environment
• Work-life balance
• Flexible work hours
• Ongoing training and learning
• Scholarship opportunities
• Reward and recognition program
• Group benefit plan (conditions apply)
• On-site parking
• Public transportation nearby
• Working for an employer that’s involved in the community
• Working for a locally owned business
• And much more!!

Responsibilities:

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• Foster a culture that values excellent customer service.
• Maintain the quality of the department’s presentation to ensure customer expectations are met.
• Achieve sales goals, productivity and customer service targets set by the Associate Dealer and Service Manager.
• Assist in developing and implementing a long-term strategy and action plan to attract and retain customers.
• Review and implement Service Centre policies and procedures.
• Assist in planning and managing work and projects while considering team skill levels, customer wait times and the availability of parts and equipment.
• Train, supervise, assist, coach, encourage, motivate, inspire and support team members in their departmental operations.

• Assist in Managing team members' performance, provide informal and constructive feedback, and recognize achievements and efforts..
• Communicate and ensure compliance with company, store and department policies, as well as health and safety programs and regulations.
• Keep abreast of best practices and key factors impacting the Service Centre business.
• Help ensure that there is a training structure and that professional development strategies are implemented within the Automotive Service Centre.
• Help with the store opening and closing responsibilities.
• Assist in selecting and orientating new employees.
• Resolve issues and conflicts while ensuring customer satisfaction and employee satisfaction.
• Build and maintain rapport with internal and external customers or vendors as required.

Requirements / Skills
• Supervisory, leadership and/or managerial experience or relevant experience
• Ability to work shifts (days, evenings, week-ends and holidays)
• Excellent knowledge and understanding of automotive service and financial principles
• Excellent knowledge of market trends and competition in the automotive service industry
• Entrepreneurial, results-oriented and team-oriented
• Approachable
• Strong communication and organizational skills
• Ability to plan, organize, communicate, delegate and follow-up team's activities and projects
• Valid driver's license for province of employment
• Ability to find solutions to problems, adapt and cope with challenging situations and make difficult decisions
• Ability to handle physical demands including standing/walking for 8 hours while frequently lifting and carrying items, using a ladder, twisting, turning and reaching
• Ability to work effectively with auto parts ordering systems and computerized work order systems
• Ability to work in a fast-paced environment
• Experience in a Canadian Tire store (asset)
• Knowledge of COSTAR (asset)

Canadian Tire Stores encourage all applicants to verify job opportunities by visiting the official Canadian Tire careers website before submitting personal information or applications."

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: hr.287@thetire.ca

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Posted on canadianjobportal.com