

## Job Summary and Requirements

Position Title	Auto Service Foreman
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Position Purpose
Mowasalat Vision & Mission are “Building community through agile transport solutions by connecting Qatar safely and sustainably”.
<b>Purpose:</b> The Auto Service Foreman will oversee day-to-day repair activities in the assigned workshop, ensuring efficient, high-quality services, and compliance with industry standards & safety regulations.

Key Responsibilities
Supervise & lead the workshop technicians' team, providing guidance, support, conducting performance evaluations, developing training plans, fostering teamwork, and addressing conflicts
Assign tasks to technicians based on skills, experience, and workload, reviewing priorities, assessing technician abilities, and monitoring progress
Ensure repairs & maintenance meet industry standards, review repair orders, conduct inspections, verifying adherence to standards, addressing deviations, and documenting quality control
Conduct inspections to monitor work quality, reviewing repair orders, inspecting work, verifying adherence to standards, documenting findings, and addressing deviations
Implement efficient workflow & productivity improvements, analyzing workflow, identifying inefficiencies, developing improvement plans, implementing changes, and monitoring results
Ensure compliance with workplace safety regulations & standards, reviewing safety protocols, conducting safety training, monitoring compliance, addressing deviations, and documenting safety records
Manage workshop inventory, reviewing inventory levels, ordering parts & supplies, monitoring inventory, addressing discrepancies, and optimizing inventory
Coordinate with customers and stakeholders on repair status & issues, communicating repair status, addressing customer concerns, providing updates, ensuring customer satisfaction, and documenting interactions
Develop & implement training programs for technicians, identifying training needs, developing training plans, implementing training, evaluating effectiveness, and updating training
Review & analyze workshop performance metrics, analyzing metrics, identifying areas for improvement, developing improvement plans, implementing changes, and monitoring result

Minimum Required Qualifications, Certificates & Skills	
Qualifications (e.g., Education)	Diploma or degree in Automotive Repair or related field
Work Experience (e.g., Number of years and field / role)	5+ years in automotive repair with 2+ years in supervisory or leadership role
Certificates & Trainings	Automotive Service Excellence (ASE) Certification, International Association of Automotive Technicians (IAAT) Training or equivalent is a plus
Skills	Strong understanding of Leadership and Team Management, Technical Knowledge (Automotive Repair), Communication and Interpersonal Skills