



JOB TITLE: Assistant Vending Manager
REPORTS TO: Vending Manager

LOCATION: Charlottesville, VA
FLSA STATUS: Non-Exempt

Can you confidently troubleshoot and repair machinery? Are you one of the few that can naturally solve complex equipment problems? Do you enjoy working on different types of machine technology? If so, **GREAT!** Pepsi-Cola Bottling Company of Central Virginia (PCVA) is in search of an Assistant Vending Manager to join our team! This is a great opportunity for professional growth and career advancement.

JOB SUMMARY:

Our Assistant Vending Manager position provides strategic direction & leadership to the field service team and directly communicates with PCVA clients regarding on-sites support and repairs of our beverage fountains, vending machines and refrigeration equipment.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES:

- Partner with the Vending Manager to streamline processes and gain efficiencies
- Co-manage installation and field service department Team Members
- Management of the day-to-day field service request from customers
- Strategic planning and direction of installation work for the field service team
- Create weekly schedules and submit timecard approvals
- Oversee expense management program and technician expense approvals
- Expeditiously handle customer relations matters; including machine issues resolution, planning, billing disputes, aftermarket sales, etc.
- Perform on-site customer visits to resolve issues and/or evaluate technician performance
- Assist with the resolution of accounts receivable issues related to field service issues
- Order parts and equipment; and monitor and maintain parts room
- Submit parent Pepsi information data, contract filings, master forms and other pertinent paperwork into the enterprise system
- Work with the University of Virginia to prepare equipment for various year-round openings
- Ensure that University of Virginia football and Men's Basketball games have appropriate service coverage
- Occasionally assist with fountain or vendor installation
- Utilize forklift to maneuver equipment
- Other duties as required

ESSENTIAL QUALIFICATIONS AND SKILLS:

- High school education and/or GED equivalent preferred
- 2+ years of experience in managing a field service team
- Field technical resource planning
- Technician development
- Customer relations
- Beverage industry experience is a plus - but not required
- Experienced with Microsoft Office Suite
- Must be at least 18 years of age or older to operate machinery
- Able to frequently lift up to 35 pounds with or without assistance

Family owned and operated since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.