

# Body Shop In-Charge

**Aliases:** Body Shop Supervisor, Head or Body Shop Adviser, Head or Body Shop Manager

**Industry/Sector(s):** Automotive

## JOB DESCRIPTION <sup>1</sup>

The tasks a Body Shop In-Charge is expected to perform include:

- Managing the functioning of the body shop
- Supervising the body shop personnel
- Maximizing profits by satisfying customers expectations
- Promoting and developing a healthy and supportive work environment

## WORK ENVIRONMENT <sup>1, 3, 5</sup>

- It is a field job
- Need to handle workshop team
- Local travelling is not a part of this job role
- Contractual jobs are available in some cities
- Work from home option is not available

### Working hours

- Organizations usually work for 5/6 days a week for 8/9 hours everyday. This may vary from organization to organization
- Shift system may be available
- Overtime may be required

### Is the job suitable for a candidate with special needs?

*This may vary from organization to organization*

## EDUCATIONAL QUALIFICATIONS AND TRAINING <sup>1</sup>

- Preferably, graduate degree or diploma in automotive or mechanical engineering
- Certified training for Body Shop In-Charge (programme aligned to ASC/Q 1413 released by Automotive Skills Development Council)

## KEY COMPETENCIES <sup>1</sup>

- Efficiency in monitoring the overall body shop operations including accidental vehicles
- Knowledge of how to manage body shop personnel across various levels
- Skilled in maintaining higher levels of motivation amongst the body shop personnel
- Equipped in assessing training needs
- Skilled in the correct evaluation of the extent of damage
- Familiarity with preparing repair documents and conveying them to customers
- Proficiency in the performance appraisal of personnel
- Ability to stay abreast with the latest technological advancements in the market

## DESIRABLE COMPETENCIES <sup>1</sup>

- On-the-job training is optional for ASDC Body Shop In-charge certificate level 7 or Postgraduate Degree or Diploma in Automotive or Mechanical Engineering
- Compulsory on-the-job training for candidates with any other qualification apart from ASDC Body Shop In-charge certificate level 7 or Postgraduate Degree or Diploma
- Good communication skills
- Ability to work independently and in a team
- Hardworking and persistent
- Ability to negotiate

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

- Bharat Sevak Samaj Community College  
<http://www.bsscommunitycollege.in/contactus.asp>
- The Automobile Society India  
<http://automobilesociety.ac.in/>
- ITIs across India

## AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>
- <http://www.bssve.in/Courses.aspx>

## SAMPLE OF TRAINING AND LEARNING COURSES

<https://targetstudy.com/courses/diploma-in-mechanical-engineering.html>

## CAREER PROGRESSION PATH <sup>2</sup>

**Body Shop In-Charge** → Progression to other job options  
*The progression is indicative*

## EXPECTED EARNINGS <sup>4</sup>

•For candidates with 0 - 4 years of experience – Rs 11,000 to Rs 18,000 per month + incentives

*These figures are indicative and subject to change*

## REQUIRED WORK EXPERIENCE <sup>1</sup>

- Generally, 2 - 3 years of experience required for candidates with ASDC Body Shop In-charge certificate or Postgraduate Degree/Diploma in Automotive or Mechanical Engineering
- Generally, 10 - 12 years of experience for candidates with other qualifications

## PROBABLE EMPLOYERS <sup>4, 5</sup>

- Leading manufacturing units
- Car dealerships and service centres
- Small and intermediary scale service centres

## KEYWORDS

- Body Shop In-Charge
- Body Shop Servicing Advisor
- Body Shop Leader or Manager

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	3115.0104	Body Shop In-Charge
ISCO 2008	3115	Mechanical Engineering Technicians
NIC 2008	45200	Maintenance and repair of motor vehicles
QP Reference	ASC/ Q 1413	Body Shop In-Charge
NSQF	Level 7	Not Available

## REFERENCES

1	<a href="http://www.nsdcindia.org/sites/default/files/files/Body-Shop-In-Charge.pdf">www.nsdcindia.org/sites/default/files/files/Body-Shop-In-Charge.pdf</a>
2	<a href="http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-3.pdf">http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-3.pdf</a>
3	<a href="http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew">http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew</a>
4	<a href="http://www.shine.com/jobs/urgent-opening-for-service-advisor-cre-sales-executive-bodyshop-advisor/jobsutomobilecom/5343627">http://www.shine.com/jobs/urgent-opening-for-service-advisor-cre-sales-executive-bodyshop-advisor/jobsutomobilecom/5343627</a>
5	<a href="http://www.shine.com/jobs/workshop-manager/naukri-town/5315901">http://www.shine.com/jobs/workshop-manager/naukri-town/5315901</a>