



<b>MITSUBISHI MOTORS - JOB DESCRIPTION</b>	
<b>Job Title:</b>	Manager, Dealer Contracts
<b>Department:</b>	Dealer Development
<b>Location:</b>	MMSCAN Head Office

### **INCLUSIVENESS**

Mitsubishi Motor Sales of Canada, Inc. is an equal opportunity employer fostering an inclusive, accessible environment. We are committed to building an environment where all employees and customers feel valued, respected and supported.

Mitsubishi Motor Sales of Canada, Inc. will support applicants requiring accommodation during the recruitment process.

**PURPOSE:** The Manager, Dealer Contracts is responsible for overseeing:

- The dealer appointment approval process via new dealer appointments and buy-sells to ensure applicants meet MMSCAN minimum requirements for management, capital, facilities and business plan.
- Existing dealers meet the minimum requirements as per the DSSA i.e. management, capital, facilities and business plan.
- Market studies and optimal network planning.
- The dealer development database to ensure it is accurate and up to date.
- Development of new DSSA and Franchise Disclosure Document. This position reports to the Manager, Dealer Development.

### **RESPONSIBILITIES:**

1. Working with legal in the development of new DSSA and Franchise Disclosure Document.
2. Manage Market study and analysis to determine optimum dealer count, PMAs and preferred locations. Review and recommend markets, assist with prospecting and selection process.
3. Manage national dealer on-boarding activities including the development of Dealer Proposal Packages for Letter of Understanding, Letter of Intent, Dealer Agreement packages & Dealer on-Boarding Binder for new dealers, renewals and buy/sells.
4. Manages process and prepare documents for dealer termination.
5. Ensure the dealer network database is current through annual validation process and update DSSA as required.
6. Automate our current dealer network database / dealer appointment process via electronic web-based system.
7. Assist DD team with ROP (Revenue Optimization Plan)
8. Management of Performance Improvement Programs (PIP & Accelerate)
9. Other duties as assigned or required.

### **TYPICAL EDUCATION & EXPERIENCE PROFILE:**

- Five years of automotive retail/wholesale experience.



- Some exposure to/involvement in the network development/improvement process.
- Some exposure to contractual/documentation activities on dealer development.
- Bachelor's degree or equivalent combination of education and experience.

**PROFILE DIFFERENTIATORS:**

- Prior dealer placement/development experience.
- Prior automotive experience as a District Manager in Sales and/or Fixed Operations.
- Bilingual in English and French, verbal and written (critical).
- MBA or other appropriate advanced degree.

**SPECIAL:**

- Some travel is required
- Must maintain a valid driver's license and clean driving record

Application can be done via: <https://www.linkedin.com/jobs/view/1725174415/>