



Role Description

Job Title: Professional Advisor

Reports To: Director of Advisors

JOB SUMMARY

KEA Advisors is an integrated and experienced team of thought leaders in the commercial dealership industry, providing full-service business advisory services for more than 400 commercial manufacturers, dealerships and dealership technology companies since 1996.

The Professional Advisor will provide professional advisory services with a continuous improvement mindset to increase the performance and profitability of commercial dealerships. The advisor will become well-versed in the operations of this niche industry and pursue education to become a subject matter expert in dealership and department operations. This role will be focused on remote and on-site project leadership and management concentrating on process implementation and continuous improvement to drive dealership and department performance and profitability. Secondary responsibilities will include assisting and leading classroom and small group education.

This role will report to the Director of Advisors and will interact with all members of the firm. There is opportunity for growth and various career paths within the company.

The starting salary range is \$90-\$110k (plus commission and bonus) annually dependent on experience. Compensation will increase commensurate with job performance. KEA Advisors provides comprehensive benefits.

PRIMARY DUTIES include the following. Other duties may be assigned.

- Assess dealership workflows, financial results, operational performance, etc. and identify opportunities.
- Provide recommendations and implementation path to improve dealership performance.
- Assist with implementation of recommendations and provide follow-up to ensure satisfactory implementation to commercial dealerships.
- Prepare, deliver, and review effective customer communications during engagement as required by firm.
- Benchmark, measure and communicate processes and performance both internally and externally.
- Effectively educate students in both a classroom setting (live and virtual) and a one-on-one/small group setting.
- Effectively utilize appropriate technology to analyze and deliver project solutions.

- Participate in marketing and selling services to clients and prospects.
- Develop and maintain strong overall dealership and departmental management skills.
- Develop and maintain strong dealership accounting skills.
- Ability to manage 4-6 unique projects concurrently.
- Maintains a professional behavior.

SECONDARY DUTIES include the following. Other duties may be assigned.

- Assess the operation of the dealership information technology systems.
- Instructs dealership and KEA internal staff in use of the dealership and manufacturer information technology systems to improve utilization and performance.
- Evaluate and revise/improve/reengineer internal KEA Advisors processes as needed.
- Participate annually in KEA business planning meeting and client services meeting(s).

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A successful advisor will have the following attributes:

- Five (5) + years of commercial truck dealership experience as a departmental manager or high level of accountability or equivalent.
- Profit and loss responsibility for a business or business unit.
- Strong understanding of entire dealership operations.
- Dealership accounting understanding.
- Strong verbal and written communication skills.
- Proven success with change management.
- Skilled with developing and leveraging a team and assisting others to improve performance.
- Proven process and policy development skills.
- Strong math skills.
- Strong critical thinking skills.
- Focused on accuracy and high quality.
- BA/BS degree is preferred.
- Demonstrated teaching experience is preferred.
- DMS computer utilization and training experience is preferred.
- Entrepreneurial mindset.
- Leadership experience in process analysis and implementation.
- Leadership experience in change management.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel is required (50 - 60% travel.)
- Maintain an 85%+ level of productivity and a 100%+ level of job efficiency (upon completion of onboarding).

NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the business reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).