



IN THE LANE || ONLINE || ENCORE EVERY WEDNESDAY

CR Writer -Vehicle Condition Report Writer

Job Description

This position assures accurate documentation of the overall customer vehicle condition by inspecting vehicles for damage, missing parts and mechanical problems.

Responsibilities

- Identify damage, missing parts, and mechanical problems by inspecting all customer vehicles at time of receipt (i.e. interior, exterior, odometer reading, trunk area, engine compartment, noting any damage or repair to frame, paint or other, engine noise, AC/heater operation, radio, tire condition, etc.)
- Document vehicle condition by completing appropriate Vehicle Condition Report (VCR), taking digital pictures and computer data entry in a timely manner.
- Estimate repair costs according to appropriate guidelines.
- Prepare selected vehicles for Internet viewing by taking digital pictures during the inspection process and writing Internet Condition reports.
- Maintain knowledge of current rates, labor and parts charges, and changes concerning vehicle requirements.- Perform other duties as assigned by manager or supervisor, including but not limited to locating and moving vehicles, starting and/or jump-starting vehicles, etc.
- May be required to work overtime (more than 40 hours per week) as business needs dictate.
- Other assignments or tasks as assigned. We believe in a team environment and “pitch in” performing any necessary tasks to make the company a success.

Competencies/Skills

- Valid Driver's License and safe driving record required
- basic computer software skills required
- good written and verbal communication skills

Physical Demands

- Regularly required to stand, walk, reach, talk and hear
- Frequently required to stoop, kneel, crouch and climb
- Medium strength
- Vision abilities required include close, distance and color vision, depth perception and ability to adjust focus.