



IN THE LANE || ONLINE || ENCORE EVERY WEDNESDAY

JOB TITLE: Transportation Coordinator

Hourly

JOB DESCRIPTION

To qualify and schedule vehicle transportation for financial institutions in a timely manner as so said vehicle can be processed and set for sale.

RESPONSIBILITIES

- Confirm location and schedule pickup of assigned vehicles from various financial institutions.
- Post charges accordingly to vehicles or submit invoices to accounts receivables for posting.
- Copy billing and distribute to CFAA representative for their files.
- Confer with banks as to location of vehicles and to answer any other questions they might have regarding transportation needs.
- Assist when needed and available, other employees to expedite their tasks.
- Perform other duties as assigned by management.

COMPETENCIES/SKILLS

- High School Diploma or equivalent required.
- 1-3 years Auction experience or 2-4 years dealership experience strongly preferred but not necessary.
- Effective communication (written and verbal) and interpersonal skills required.
- Ability to work in a high performance, fast-paced team environment.
- Solid computer skills, including ability to use Internet and MS Office effectively.
- Knowledge of Auto Inventory Management Systems (Auto IMS)
- Ability to adapt to and work effectively within a constantly changing environment.
- Excellent customer service and problem solving skills required.
- Customer Focus.
- Data Entry Skills.
- Telephone Skills.
- Organization.
- Product Knowledge

PHYSICAL DEMANDS

- Ability to sit or stand for prolonged periods of time.
- Ability to perform repetitive tasks; manual dexterity
- Vision abilities required include close, distance and depth perception

I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or HR Coordinator.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Print Name: _____

Employee Signature

Date