

## Fulltime, Automotive Commercial Account Liaison

A high-volume, successful Wholesale Auto Auction near you is looking to add a new member to our continuously growing team!

This position is responsible for managing the fleet lease process with our clients in an efficient and accurate manner to assure a high level of customer service and satisfaction.

### Job Duties:

- Coordinate and track transport of newly assigned off lease vehicles
- Assess newly assigned off lease vehicles for necessary repair/reconditioning
- Coordinate and track repair and reconditioning of off lease assigned vehicles
- Process resale of assigned off lease vehicles
- Repossessions
  - Prepare repossessed vehicles for auction
  - Coordinate auction of vehicle
- Coordination of delivery/transfer of client fleet lease vehicles
  - Receipt and pre-delivery inspection of client fleet vehicle
  - Coordinate drop off/pick up of off lease vehicles
  - Coordinate delivery of new fleet vehicles
  - Coordinate in-take, reconditioning and sale of returned fleet vehicle
- Maintain lot inventory records and communicate with buyers/sellers for pick up.
- Maintain client license plate inventory
- Other duties as assigned

### The successful candidate will have:

- Auto experience required/auction experience strongly preferred.
- IMS experience strongly preferred.
- Willingness to hustle, roll up sleeves and get stuff done.
- Strong communication skills - written and verbal.
- High level of attention to detail with strong organizational/logistical skills
- Ability to solve problems and identify successful outcomes
- Positive attitude with a customer first mindset.
- Ability to troubleshoot and resolve end-user issues and/or escalate issues appropriately.
- Maintain a professional, calm manner when negotiating with difficult or upset customers.
- Maintain a high level of confidentiality.
- Sound judgment when faced with complex circumstances and attention to detail is necessary.
- Ability to work independently as well as part of a team.