



ECR WRITER

Conducts inspections of incoming vehicles to detect damage, missing parts and mechanical problems; prepare and submit report of vehicle condition, repair/replacement cost estimates and related documentation.

Key Responsibilities

- Conduct assessment of vehicle condition noting any damage or repair required for frame, paint, engine, AC/heater operation, radio, navigation system, tires, etc.
- Prepare support documentation related to vehicle condition including VIN, condition, repair costs estimates, photos, etc.
- Maintain current knowledge of labor rates, parts charges and manufacturer's updates; adhere to work instructions & procedures regarding inspections & documentation.
- Must be able to do 18-22 ECR's daily.
- Must complete ECR's in the timeframe set forth by any accounts or customers.
- Follow any safety and health related procedures.
- May also be required to locate, start and move vehicles as directed.
- Share timely information with any relevant parties.
- Update mileage and Odometer pictures after any keys have been made or programmed.
- Update pictures after vehicle has been through all shops.
- Perform other duties as directed by supervisor.