

Job Description

Vehicle Check-in Clerk- Full-time

Core work days/hours: Monday-Friday (8am-5pm). Overtime as needed.

Pay: \$13:00/ per hour. (plus paid holidays/vacation)

This position is responsible for the proper check-in and outside registration of customer vehicles for Auction sale.

Responsibilities

Input accurate vehicle information into the AS400 computer system for each vehicle received at the Auction. Input data to include, but not limited to:

- Vehicle Identification number (VIN)
- Stock number
- Dealer identification number
- Make, model, year, mileage, color, options, etc.
- Affix barcode/stock number sticker on each vehicle received.
- Place work order numbers and routing labels on vehicles upon entry.
- Flag "no key" cars.
- Direct transporters to proper car drop zone.
- Report transport damage as needed.
- Take digital image of vehicle upon receipt.
- Visibly demonstrate safety commitment by following all safety and health procedures.
- Perform other duties as assigned by manager or supervisor, i.e. assist on sale days driving vehicles through Auction sales lanes, removing snow from vehicles, etc.
- May be required to work overtime (more than 40 hours per week) as business needs dictate.

Qualifications

- High School Diploma or equivalent preferred.
- Valid driver's license and safe driving record required. Minimum 3 years driving experience.
- Ability to drive vehicles with standard and automatic transmission.

- Basic computer skills required.
- Ability to lift 1-15 pounds.
- Vision abilities required include close, distance and color vision, depth perception and ability to adjust focus.
- Regularly required to stand, walk, reach, talk and hear. Frequently required to stoop, kneel, crouch, bend, squat and climb.
- Dealers Auto Auction of Alaska is a drug free work workplace. All job offers are contingent upon candidate passing a pre-employment drug test. Random testing program during employment.

Work Environment:

Frequent exposure to harsh outdoor weather conditions. Must arrive at work with appropriate winter clothing or rain gear.