

# Job Descriptions

## Accounting: Accounts Payable Clerk

### Job Description

We are currently seeking an experienced Accounts Payable Clerk for our busy dealership. The ideal candidate has a minimum of 1-2 years of Accounts Payable experience, excellent communication skills and computer proficiency.

Candidates must provide professional references who can verify work experience and be willing to submit to pre-employment background check, including drug screening.

The primary responsibility of the Accounts Payable Clerk is to ensure that all vendor invoices are paid accurately and in a timely manner, and accounts payable records are kept organized and up to date.

### ESSENTIAL DUTIES:

- Post vendor invoices into accounting accurately with PO's or requisitions attached.
- Monitor payment of invoices ensuring duplicate payments are not made and that invoices are not paid without authorization.
- Ensure that no vendor accounts become past due.
- Provide assistance to management, other departments and employees, as requested.
- File all accounting correspondence in proper files in a timely manner.
- Any other duties as assigned by supervisor.

### QUALIFICATIONS:

- High School Diploma or equivalent required. Accounting coursework, a plus
- Minimum 1-2 years of previous accounts payable experience
- Computer literate with knowledge of Microsoft office and excel preferred
- Self-motivated, able to effectively prioritize tasks and organize schedule.
- Basic working knowledge of accounting and bookkeeping
- Good interpersonal and oral communication skills.

### Filters:

- How many years of Account Payable experience do you have?
  - Are you computer proficient?
  - Are you interested in an Accounts Payable position at this dealership?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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## **Accounting: Accounts Payable with Dealership Experience**

### **Job Description**

We are currently seeking an experienced, dealership Accounts Payable Clerk. The ideal candidate has a minimum of 1-2 years of dealership- specific Accounts Payable experience, excellent communication skills and computer proficiency. Candidates without previous Automotive or RV dealer experience will not be considered.

Candidates must provide professional references who can verify work experience and be willing to submit to pre-employment background check, including drug screening.

The primary responsibility of the Accounts Payable Clerk is to ensure that all vendor invoices are paid accurately and in a timely manner, and accounts payable records are kept organized and up to date.

### **ESSENTIAL DUTIES:**

- Post vendor invoices into accounting accurately with PO's or requisitions attached.
- Monitor payment of invoices ensuring duplicate payments are not made and that invoices are not paid without authorization.
- Ensure that no vendor accounts become past due.
- Provide assistance to management, other departments and employees, as requested.
- File all accounting correspondence in proper files in a timely manner.
- Any other duties as assigned by supervisor.

### **QUALIFICATIONS:**

- High School Diploma or equivalent required. Accounting coursework, a plus
- Minimum 1-2 years of previous Automotive or RV dealership accounts payable experience, a must!
- Computer literate with knowledge of Microsoft office and excel preferred
- Self-motivated, able to effectively prioritize tasks and organize schedule.
- Basic working knowledge of accounting and bookkeeping for dealerships, required
- Good interpersonal and oral communication skills.

### **Filters:**

- How many years of dealership-specific Accounts Payable experience do you have?
  - Are you computer proficient with experience using dealership accounting software programs?
  - Are you interested in an Accounts Payable position at this dealership?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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## **Accounting: Biller**

### **Job Description**

We are currently seeking a motivated and highly-organized Biller to join our dealership team. Our Biller works directly with the Sales Team and handle the contracts from start to finish. The ideal candidate must be smart, detail-oriented and able to work in a fast-paced environment. This position requires a professional appearance, excellent communication skills, computer knowledge, and aptitude to work with numbers.

### **Duties & Responsibilities**

- Post deals and prepare commissions; checking contracts for accuracy
- Ensure contracts are completed correctly and submitted to bank with all required documentation
- Cancel insurance products through third party vendors
- Promptly & accurately prepare customer and lienholder payments
- Prepare and post journal entries
- Prepare monthly finance department chargeback analysis
- Code and enter internal parts invoices, service repair orders & body shop repair orders
- Prepare daily bank deposit
- Provide backup coverage to other administrative personnel
- Other administrative and accounting duties, as assigned

### **Qualifications:**

- High School Diploma or Equivalent
- Previous RV or Automotive Dealership Biller Experience
- Detail-oriented with strong organizational skills
- Fast learner that is open to change
- Ability to work independently and with a team
- Strong aptitude for numbers
- Excellent communication and people skills – both written and verbal
- Ability to handle multiple responsibilities

### **Suggested Filters:**

- How many years of experience do you have as a Biller in an RV or Auto Dealership?
  - Are you computer proficient with dealership specific software experience?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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## **Accounting: Bookkeeper w/ Dealership Experience**

### **Job Description**

We are seeking an experienced, full-charge Bookkeeper for our busy dealership. We need a Bookkeeper who can jump right in to our busy Accounting Office!

Minimum of 1-2 years of recent RV or Automotive dealership experience is essential. Must have experience with all dealership accounting office transactions including Accounts Payable and Accounts Receivable, Cash Receipts, Payroll, balancing accounts, cleaning schedules and assisting in the preparation of financial statements.

### **Duties and Responsibilities include, but are not limited to:**

- Prepare payoff checks for new vehicles and trade-ins.
- Post vehicle sales and purchases.
- Costing deals and finalizing to accounting
- Reconciliation of General Ledger accounts
- Prepare invoices, listing items sold and service provided, amounts due, and credit terms.
- Process Incentive Rebates
- Accounts Payable and Accounts Receivable

### **Qualifications:**

- Minimum 1- 2 years of RV or Automotive Bookkeeper
- Knowledge and experience in all aspects of dealership bookkeeping
- Accounts Payable and Account Receivable
- Computer Proficient
- Excellent Communication Skills
- Professional References
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of experience do you have as an RV or Automotive Dealership Bookkeeper?
  - Are you experienced in all dealership bookkeeping functions including Accounts Payable, Accounts Receivable, Payroll and General Ledger?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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## **Accounting: Motor Vehicle Clerk**

### **Job Description**

We are currently seeking an experienced, dealership Title Clerk. The ideal candidate for this position will have previous dealership experience processing Motor Vehicle paperwork in a new car or RV dealership, and a working knowledge of DMV Regulations and Procedures. Must be detail-oriented and have excellent communication skills.

Vehicle title clerks handle information regarding motor vehicle registration and processes legal documents and other state-required documents. Vehicle title clerks are administratively adept and organized with handling files and maintaining documents.

### **Essential Responsibilities:**

- Process documents for state registration, fill out the proper paperwork and ensure that tax and title documents are also completed.
- Send bills, contracts, warranties and service contracts to the appropriate agency
- Check for accuracy in all documents and checks for completeness and signatures on all required parts of forms.
- Check for accuracy of vehicle sale and purchase prices.
- Organize and maintain file of sales, prices, payments, warranties, service contracts and other pertinent information related to the sale or transfer of a vehicle.

### **Qualifications:**

- Previous Automotive or RV Dealership Title Clerk Experience
- Working knowledge of Motor Vehicle Regulations and Procedures
- Excellent verbal and written communications skills
- Computer proficient with dealership software experience
- Aptitude for numbers
- Detail-oriented
- Ability to handle discrepancies or other issues in a professional manner
- Professional references
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of experience do you have as a dealership Title- Motor Vehicle Clerk?
  - Have you been in this position within the last 3 years?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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## **Accounting: Accounts Receivable Clerk**

### **Job Description**

We are seeking an Accounts Receivable Clerk for our dealership Accounting Office. The ideal candidate will have previous experience, computer proficiency, possess excellent communication skills and be polished and professional at all times.

In this position, you will secure revenue by verifying and posting receipts; resolving discrepancies and monitor dealership Receivables to ensure that accounts are current.

### **Accounts Receivable Clerk Job Duties:**

- Posts customer payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions
- Updates receivables by totaling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, parts and service departments and customers
- Resolves valid or authorized deductions by entering adjusting entries.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Protects organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related results as needed.

### **Qualifications:**

- 1-2 years of Accounts Receivable or similar experience, preferred
- Strong organizational skills with attention to detail
- Accounting background, a plus
- Computer and Data Entry Skills
- Financial Software experience, preferred
- Ability to analyze information- aptitude for business math
- Attention to Detail
- Professional References
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of Accounts Receivable experience do you have?
- Are you computer proficient with experience in bookkeeping software?

- If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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## **Accounting: Accounts Receivable Clerk w/ Dealership Experience**

### **Job Description**

We are seeking an experienced Accounts Receivable Clerk for our dealership Accounting Office. The ideal candidate will have previous experience in an RV or Automotive Dealership, computer proficiency, excellent communication skills and be polished and professional at all times.

In this position, you will secure revenue by verifying and posting receipts; resolving discrepancies and monitor dealership Receivables to ensure that accounts are current.

### **Accounts Receivable Clerk Job Duties:**

- Posts customer payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions
- Updates receivables by totaling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, parts and service departments and customers
- Resolves valid or authorized deductions by entering adjusting entries.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Protects organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related results as needed.

### **Qualifications:**

- 1-2 years of Dealership Accounts Receivable Experience
- Strong organizational skills with attention to detail
- Accounting background, a plus
- Computer and Data Entry Skills
- Financial Software experience, preferred
- Ability to analyze information- aptitude for business math
- Attention to Detail
- Professional References
- Pre-employment background check, including drug screening

**Filters:**

- How many years of Dealership Accounts Receivable experience do you have?
  - Are you computer proficient with dealership accounting software experience?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**Accounting: Assistant Office Manager****Job Description**

We are searching for an Assistant Office Manager who is detail-oriented, self-motivated and able to work as part of a team. The ideal candidate has previous experience in a Dealership office, working knowledge of all Dealership accounting and bookkeeping processes and can provide professional references to verify previous work experience.

**Essential Job Functions:**

- Breakdown, post and submit funding paperwork for all Sales transactions
- Process and post all cash receipts, credit card payments, scanned checks and ACH payments
- Maintain Dealership inventory including stocking in new and used inventory, intercompany transfers and monthly floor plan audit
- Payroll and Human Resource paperwork
- Sort, review and post all vendor invoices and credit card transactions with correct GL coding
- Perform /oversee title work process and procedures including MSOs, POAs and other documentation, fees and related sales tax submissions
- Prepare/ provide reports, schedules or requests for additional information on a timely basis to management
- Assist Dealership management in running an efficient, organized dealership
- Maintain high standards of accuracy and assure compliance with company and other applicable policies and procedures
- Provide excellent customer service and maintain vendor/customer relations
- Other duties / projects as assigned for the overall benefit of the Dealership

**Essential Job Skills:**

- Excellent knowledge of a variety of computer software applications in maintaining calendars, word processing, spreadsheets (MS Outlook, Word, Excel, Access, PowerPoint).
- Knowledge of automotive or RV Dealership accounting systems

- Strong attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- High level of interpersonal and communication skills
- Ability to handle sensitive and confidential information.
- Ability to interact and communicate with dealership employees at all levels
- Knowledge of office administrative procedures and knowledge of use and operation of standard office equipment.
- Ability to work in a fast-paced environment with demonstrated ability to manage multiple competing tasks and demands

**Filters:**

- How many years of experience do you have in a dealership accounting office?
  - What brands?
  - Are you experienced in dealership accounting processes including (check all that apply)
    - Breakdown, post and submit funding paperwork for all Sales transactions
    - Stocking in new and used inventory
    - Monthly floor plan audit
    - Payroll
    - HR functions
    - Dealership accounting software
    - Process and posting cash receipts and credit card payments
    - Title work process and procedures and documentation
    - Sales Tax submissions
  - Is your experience recent-within the last 3 years?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**Accounting: Bookkeeper**

**Job Description**

Busy Dealership has an immediate opening for a full-charge Bookkeeper. Dealership experience is preferred, but not required. We need an individual with Bookkeeper experience who is confident in his or her ability to learn dealership specific accounting office functions quickly.

The ideal candidate will have experience with Accounts Payable and Accounts Receivable, Cash Receipts, Payroll, balancing accounts, and assisting in the preparation of financial statements.

**Duties and Responsibilities include, but are not limited to:**

- Prepare payoff checks for new vehicles and trade-ins.
- Post vehicle sales and purchases.

- Costing deals and finalizing to accounting
- Reconciliation of General Ledger accounts
- Prepare invoices, listing items sold and service provided, amounts due, and credit terms.
- Process Incentive Rebates
- Accounts Payable and Accounts Receivable

**Qualifications:**

- Minimum 2 years of work experience as a Bookkeeper
- Accounts Payable and Account Receivable Experience
- Payroll experience
- General Ledger experience
- Ability to handle all bookkeeping functions
- Computer Proficient
- Excellent Communication Skills
- Professional References
- Pre-employment background check, including drug screening

**Filters:**

- How many years of experience do you have as a Bookkeeper?
  - Are you experienced with Accounts Payable, Accounts Receivable, Payroll and General Ledger?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**Accounting: Cashier****Job Description**

We are searching for a Cashier with previous money-handling experience and the ability to provide outstanding customer service. He or she is detail-oriented, good with numbers, possesses strong administrative and organizational skills, and has exceptional interpersonal skills. Must be fluent in English and have good time management skills. A professional, polished appearance is a must as you will be in a customer-facing role.

**Essential Responsibilities:**

- Greets and interacts with customers
- Receives and processes payments
- Operates the complete POS system and other required software
- Accepts responsibility and accountability for his or her money drawer
- Coordinates questions and issues with the appropriate department personnel
- Addresses customer concerns and issues or escalates them, as needed

- Provides administrative assistance, as needed

**Qualifications:**

- Computer proficient
- Cashier or other money handling experience
- Customer Service experience Must be detail oriented Comfortable handling money
- Polished and professional appearance
- Strong communication skills
- Professional references
- Willing to submit to background check

**We offer:**

- Competitive Pay
- Professional work environment
- Opportunity for advancement

**Filters:**

- Do you have previous cashier or customer service experience?
  - Are you computer proficient?
  - Are you comfortable handling money and processing credit cards?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**Accounting: Office Manager Controller**

**Job Description**

We are searching for an experienced Office Manager who is detail-oriented, self-motivated and able to work as part of a team. The ideal candidate has previous experience in a Dealership office, working knowledge of all accounting office processes and can provide professional references to verify previous work experience.

**Essential Job Functions:**

- Breakdown, post and submit funding paperwork for all Sales transactions
- Process and post all cash receipts, credit card payments, scanned checks and ACH payments
- Maintain Dealership inventory including stocking in new and used inventory, intercompany transfers and monthly floor plan audit
- Process and facilitate payroll and Human Resource paperwork

- Sort, review and post all vendor invoices and credit card transactions with correct GL coding
- Perform /oversee title work process and procedures including MSOs, POAs and other documentation, fees and related sales tax submissions
- Prepare/ provide reports, schedules or requests for additional information on a timely basis to management
- Work closely with Dealership management in running an efficient, organized dealership
- Maintain high standards of accuracy and assure compliance with company and other applicable policies and procedures
- Provide excellent customer service and maintain vendor/customer relations
- Other duties / projects as assigned for the overall benefit of the Dealership

### **Essential Job Skills:**

- Excellent knowledge of a variety of computer software applications in maintaining calendars, word processing, spreadsheets (MS Outlook, Word, Excel, Access, PowerPoint).
- Working knowledge of automotive or RV Dealership accounting systems
- Strong attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- High level of interpersonal and communication skills
- Ability to handle sensitive and confidential information.
- Ability to interact and communicate with dealership employees at all levels
- Knowledge of office administrative procedures and knowledge of use and operation of standard office equipment.
- Experience and ability working in a fast-paced environment with demonstrated ability to manage multiple competing tasks and demands

### **Filters:**

- How many years of experience do you have in a dealership accounting office manager/assistant office manager position?
  - Are you experienced in all dealership accounting office processes and managing dealership office staff?
  - Is your experience recent-within the last 3 years?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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## **Accounting: Office Manager Controller w/ RV Experience**

### **Job Description**

We are searching for an experienced Office Manager/Controller with RV Dealership experience. The ideal candidate working knowledge of all RV Dealership accounting office processes and can provide professional references to verify previous work experience.

### **Essential Job Functions:**

- Breakdown, post and submit funding paperwork for all Sales transactions
- Process and post all cash receipts, credit card payments, scanned checks and ACH payments
- Maintain Dealership inventory including stocking in new and used inventory, intercompany transfers and monthly floor plan audit
- Process and facilitate payroll and Human Resource paperwork
- Sort, review and post all vendor invoices and credit card transactions with correct GL coding
- Perform /oversee title work process and procedures including MSOs, POAs and other documentation, fees and related sales tax submissions
- Prepare/ provide reports, schedules or requests for additional information on a timely basis to management
- Work closely with Dealership management in running an efficient, organized dealership
- Maintain high standards of accuracy and assure compliance with company and other applicable policies and procedures
- Provide excellent customer service and maintain vendor/customer relations
- Other duties / projects as assigned for the overall benefit of the Dealership

### **Essential Job Skills:**

- Excellent knowledge of a variety of computer software applications in maintaining calendars, word processing, spreadsheets (MS Outlook, Word, Excel, Access, PowerPoint).
- Working knowledge of automotive or RV Dealership accounting systems
- Strong attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- High level of interpersonal and communication skills
- Ability to handle sensitive and confidential information.
- Ability to interact and communicate with dealership employees at all levels
- Knowledge of office administrative procedures and knowledge of use and operation of standard office equipment.
- Experience and ability working in a fast-paced environment with demonstrated ability to manage multiple competing tasks and demands

**Filters:**

- How many years of experience do you have in an RV dealership accounting office manager/assistant office manager position?
  - Are you experienced in all RV dealership accounting office processes?
  - Is your experience recent-within the last 3 years?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**Administrative: Administrative Assistant****Job Description**

We are looking for a bright, motivated, and energetic Administrative Assistant. Our dealership works as a team, and our team strives to be the best for our customers. If you feel that your skills would be a valuable asset to our staff and our customers, we invite you to apply.

The ideal candidate must have strong Administrative and Office Experience with a great work ethic and desire to succeed. Experience in either an RV or new car dealership in an Administrative, Customer Service or Receptionist role is preferred, but we will train the right candidate. Must be computer proficient, detail-oriented with a polished, professional appearance and superior communication skills.

We offer a great work environment, competitive compensation package and room for advancement.

**Responsibilities:**

- Provide support to management team
- Maintain database by entering new and updated customer information
- Prepare source data for computer entry by compiling and sorting information
- Verifies customer account data by reviewing, correcting, deleting or re-entering data
- Complete database backups
- Maintain confidentiality by keeping customer information protected
- Other tasks, as assigned by management

**Qualifications:**

- Administrative, Customer Service or Receptionist experience
- Dealership experience, a plus
- Detail-oriented
- Professional References
- Pre-employment background check, including drug screening
- Computer proficient

- Ability to work efficiently in a fast-paced, changing environment
- Excellent Customer Service Skills

**Filters:**

- How many years of experience do you have in an Administrative or General Office position?
  - Are you computer proficient?
  - Are you interested in a full time Administrative Assistant position at this dealership?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**Administrative: Executive Assistant**

**Job Description**

RV Dealer is searching for an experienced Executive Assistant to provide support on all matters pertaining to dealership management. The ideal candidate will be smart, articulate with a polished and professional appearance and have the ability to communicate with all levels of dealership personnel in addition to vendors, customers and community members.

We are seeking an individual who will enthusiastically assume the responsibilities of the position. We need a self-starter who takes initiative and is able to work without excessive day-to-day supervision.

**Duties include:**

- Provide comprehensive support, including organizing, prioritizing, filing and scheduling
- Manage and track schedules
- Coordinate and arrange meetings and conference calls
- Create correspondence, spreadsheets and reports, as needed
- Compile, collate and prepare information and data for meetings, reports, briefs, projects
- Arrange travel
- Process expense reports
- Manage communications and coordinate meetings
- Manage dealer's contact database
- Interface with Management
- Handle highly sensitive information with strict degree of confidentiality and professionalism
- Administrative tasks
- Personal executive assistance may be required
- Project Management

**Qualifications:**

- College Education, preferred
- Excellent planning and organizational skills with strong attention to detail
- Excellent computer skills
- Previous experience in similar role
- Ability to maintain confidentiality at all times
- Polished and professional
- Independent work and decision making skills
- Results driven
- Ability to multi-task to meet tight deadlines

**Suggested Filters:**

- How many years of experience do you have in an Administrative Assistant or Executive Assistant position?
  - Are you computer proficient?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**Administrative: Warranty Clerk Administrator****Job Description**

Well-established and reputable RV dealership is currently looking for an experienced, Warranty Administrator. The Warranty Administrator oversees all activities concerned with warranty processing and promptly submits manufacturer and after-market warranty claims and the resulting collection of all warranty revenues. This position is important to the overall cash flow and profitability of the dealership and we need a detail-oriented candidate who can manage warranty processing effectively.

**Job Description**

- Communicates with manufacturers on warranty claims
- Estimate repair hours
- Obtain manufacturer approval for each claim
- Invoice manufacturer for all authorized warranty work
- Communicate with service department on the status of the warranty claim
- Review every warranty repair order for completion, accuracy and legibility
- Analyze problems and identify trends to develop strategies for maximizing claim process

**Qualifications:**

- High school diploma
- Previous experience in dealership Warranty Processing
- RV Warranty Experience is a plus
- Basic RV knowledge is an asset
- Ability to effectively communicate verbally and in writing
- Ability to confront and resolve difficult customer service situations
- Professional appearance
- Demonstrated customer service skills
- Ability to read and comprehend written instructions and information
- General knowledge of automotive parts and vehicle mechanical operations
- Pre-employment background check, including drug screening
- Professional references

**Filters:**

- How many years of experience do you have as a dealership Warranty Administrator?
  - What brands?
  - Are you computer proficient?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**Administrative: Receptionist (Full/Part-Time)****Job Description**

We are searching for a Receptionist to greet our customers with an energetic and inviting attitude. This is a front line position and you are often the face of the dealership, as the first person customers come into contact with, so you must be polished and professional at all times. In this position you will have the opportunity to present a positive initial meeting and greeting of customers both in person and phone. Excellent communication skills and the ability to maintain outstanding phone etiquette is a must.

**Essential Job Functions:**

- Promptly and warmly meet, greet and answer phone calls, directing the customer to the appropriate representative or department
- Enter customer information into CRM
- Distribute mail and coordinate courier pick-ups, if needed
- Provide administrative support to the department, as needed
- May cross train to perform other duties

**Essential Qualifications:**

- Previous experience in an administrative, receptionist or other customer service-oriented position
- Excellent interpersonal, presentation and relationship-building skills
- Strong work ethic and organizational skills
- Professional references
- Ability to effectively communicate with dealership employees and customers alike
- Computer Proficient

**Suggested Filters:**

- How many years of experience do you have in a Receptionist, Administrative or Customer Service role?
  - Are you able to work the required schedule for this position that may include Saturdays?
  - Are you computer proficient and comfortable with data entry and communicating via email?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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**BDC: Appointment Setter, Call Center Agent****Job Description**

Can you imagine a job where you can help people add fun to their lifestyle? As a dealership BDC Appointment Setter, you will communicate with our prospective customers via email and phone.

In this position, you will respond to our internet leads and schedule appointments for our sales team. Ideal candidates must have a knack for sales and customer service. You must be computer proficient and be comfortable communicating via email and on the phone. You will also be responsible for working with the sales manager in order to maximize sales opportunities by helping with customer follow up. If you are friendly, outgoing and have great organizational skills, then this could be the position for you!

**Essential Job Functions:**

- Monitor and respond to Internet leads from our website and third party sites
- Answer inbound customer sales phone calls & outbound dialing, as well.
- Determine each customer's vehicle needs by asking the correct questions
- Set appointments for sales team and follow up on those sales leads

**Essential Job Skills:**

- Customer-focused and self-motivated
- Prior Customer Service or Heavy Call Volume Experience
- Strong communication skills
- Excellent computer skills, a must
- Highly organized with attention to detail
- Professional references
- Pre-employment background check

**Filters:**

- How many years of experience do you have in a customer-facing, call center, business development or Sales position?
  - Are you computer proficient and comfortable communicating with customers via email?
  - Are you comfortable handling heavy call volume while maintaining excellent phone etiquette?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
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**BDC: Appointment Setter, Call Center Agent w/ Dealership Experience****Job Description**

We are seeking an experienced BDC Call Center Representative who can set appointments for our sales and/or service departments. As our dealership BDC Appointment Setter, you will communicate with our current and prospective customers via email and phone.

In this position, you will respond to our internet leads and schedule appointments for our sales team. You may also help our Service Department keep in touch with existing clients to ensure that they return for service of their vehicle.

Ideal candidates must have a knack for sales and customer service. You must be computer proficient and be comfortable communicating via email and on the phone. You will also be responsible for working with the department managers in order to maximize opportunities by helping with customer follow up. If you are friendly, outgoing and have great organizational skills, we invite you to apply!

**Essential Job Functions:**

- Monitor and respond to Internet leads from our website and third party sites
- Answer inbound customer phone calls & Outbound dialing, as well
- Set service appointments and follow up with service customers, if needed
- Determine each customer's vehicle needs by asking the correct questions

- Set appointments for sales team and follow up on those sales leads

### **Essential Job Skills:**

- Customer-focused and self-motivated
- Prior Dealership Sales, Service, Receptionist, BDC or Call Center Experience
- Strong communication skills
- Excellent computer skills, a must
- Highly organized with attention to detail
- Professional references
- Pre-employment background check

### **Filters:**

- How many years of experience do you have in a dealership customer-facing, call center, business development, service or sales position?
  - What brands?
  - Are you computer proficient and comfortable communicating with customers via email?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

## **BDC: BDC Manager**

### **Job Description**

Are you an experienced Dealership Business Development Manager or an experienced Dealership BDC Call Center Representative ready to take the next step in advancing your career? One of the area's most reputable dealers is currently seeking a dynamic, experienced, BDC Manager to lead our Business Development Team.

The BDC Manager is responsible for developing, executing and managing the dealership's internet business development plan to increase sales and customer loyalty. In this role, you will oversee a team who interacts with new and existing customers, via phone or email.

The ideal candidate will have Dealership Business Development experience with heavy outbound calling and customer service focus. Strong analytical skills are essential. If you can build, train and lead a team to increase our dealership's business through our BDC, we invite you to apply.

### **Qualifications:**

- Dealership BDC Call Operations Experience Required
- Ability to analyze data
- Excellent communication skills- verbal and written

- Computer proficient
- Ability to train, coach and lead a team
- Valid Driver's License with clean, insurable, driving record
- Pre-employment background check, including drug screening
- Professional References who can verify work experience

**Filters:**

- How many years of experience do you have in a Dealership BDC or Call Center Operations?
  - What brands?
  - In your previous dealership BDC/Call Center position, were you a Representative or Manager?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Body Shop: Collision Estimator**

**Job Description**

Our Body Shop is in immediate need of an experienced, Collision Repair Estimator. The ideal candidate will have several years of collision repair estimating experience in a collision repair facility or as an Insurance Adjuster. Experience with Direct Repair Programs (DRP) and collision repair software is preferred.

Knowledge of all phases of collision repair is essential; I-CAR or ASE certifications, a plus.

**Essential Duties**

- Examine damaged vehicles and estimate repair costs
- Stays in contact with customer during entire repair process, works to address all customer concerns, and insures satisfaction when repairs are complete.
- Estimates cost of labor and parts to repair or replace each damaged item.
- Reviews repair cost estimates with body shop manager or foreman.
- Determines feasibility of repair versus replacement of parts, such as bumpers, fenders, and doors.

**Qualifications:**

- Minimum 1-3 years of collision estimating experience
- Detail-oriented
- I-Car training, a plus

- Valid Driver's License with clean, insurable, driving record
- Professional references
- Pre-employment background check, including drug screening
- DRP experience preferred
- Knowledge of collision repair software preferred (ADP, Audatex, Mitchell, CCC1 etc.)
- Must be able to build relationships with customers, insurance representatives, and technicians.
- Excellent communication skills are essential.
- Must have self-confidence, enjoy learning, and pay close attention to detail.

**Filters:**

- How many years of experience do you have as a Collision Repair Estimator?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Do you have a working knowledge of Direct Repair Program (DRP) policies?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Body Shop: Collision Repair/Recondition Technician, Metal or Paint B Level**

**Job Description**

Dealership Auto Body Shop is currently seeking an experienced, Collision Repair Technician. We are looking for a candidate with a minimum of 2-3 years of experience in Auto Body repair and restoration both minor and major, of collision damage to vehicles. Must have experience in Metal or Paint and knowledge of frame and uni-body repair and have achieved a minimum of B Level status.

Our Collision Repair Technician is responsible for repairs and restoration, both minor and major, of collision damage to vehicles.

**Responsibilities:**

- Review damage reports, prepare or review repair cost estimates, and plan work to be performed.
- Remove damaged panels, and identifies the family and properties of the plastic used on a vehicle.
- Inspect repaired vehicles for proper functioning, completion of work, dimensional accuracy, and overall appearance of paint job, and test drive vehicles to ensure proper alignment and handling.
- File, grind, sand and smooth filled or repaired surfaces, using power tools and hand tools.
- Mix polyester resins and hardeners to be used in restoring damaged areas.
- Position dolly blocks against surfaces of dented areas and beat opposite surfaces to remove dents, using hammers.

- Fit and weld replacement parts into place, using wrenches and welding equipment, and grind down welds to smooth them, using power grinders and other tools.

### **Qualification Criteria:**

- Minimum B Level Collision Repair Technician (I-Car certified, a plus)
- Current valid driver's license with clean, insurable, driving record
- General knowledge of all vehicle types
- Knowledge of frame and uni-body repair
- Metal and Paint experience
- Ability to stay current by attending technical training schools and by reading shop manuals

### **Filters:**

- What level Auto Technician are you?
  - How many years of experience do you have as a collision repair technician?
  - Do you have a valid driver's license and clean driving record? If selected for an interview, will you be able to provide professional references that can verify your work experience.
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Body Shop: Body Shop Manager**

### **Job Description**

**Immediate Opening for an Experienced, Hands-On Body Shop Manager** We are searching for a candidate who is a proven leader, who is honest, professional and possesses a high focus on customer satisfaction. Must have experience in Collision Repair, knowledgeable in all phases of estimating, selling body work and dealing with insurance companies to process claims in an expeditious way. You must have a verifiable track record with impeccable references. Valid Driver's license with a safe, insurable driving record is also required. The role of the Body Shop Manager is to be responsible for the day to day operation of the dealership's Body Shop, in compliance with established policies and procedures. The Manager plans, directs and controls the activities of the Body Shop to ensure that the overall growth and profit objectives are met. Evaluates the department's results and performance against objectives, maintain the highest quality standards of professionalism in serving the customer and identifying their needs. We offer a very competitive compensation plan with benefits. This is a great opportunity to join a company that values hard work and dedication

### **Job Responsibilities:**

- Assesses present and future needs, trends, problems and profit opportunities of the Body Shop

- Establishes short and long term operating and financial objectives for the Body Shop within dealership overall plans and policies.
- Ensures that approved policies and objectives are clearly understood and effectively applied
- Formulates annual and monthly sales/profit objectives and expense budget
- Reviews and appraises the results of activities within the department and takes appropriate action
- Maintains appropriate communication within and between departments
- Promotes safe work habits and ensures that safety rules are followed
- Sells customer repair and body shop labor
- Writes estimates
- Reviews all Body Shop repair orders making sure everything is complete and the total repair order is in accordance with the original estimate and any supplement which may have been added.
- Develops good relations with customer, adjusters, and insurance companies

### **Requirements:**

- Thorough knowledge of all phases of a body shop operation
- Estimating experience
- Experience processing claims and working with insurance companies to ensure timely payment
- Experience in Collision Repair and Body Shop Management
- Excellent communication skills
- Strong work ethic
- Valid Driver's License with clean, insurable driving record
- Professional references
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of experience do you have managing an Auto Body-Collision Repair Shop?
  - Do you have experience with all phases of collision repair and estimation?
  - Do you have experience processing claims and working with insurance companies to ensure timely payment?
  - Do you have a valid Driver's License with clean, insurable driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Body Shop: Body Shop Parts Coordinator**

### **Job Description**

We are looking for a Parts Coordinator to join our winning Body Shop team. This is an excellent opportunity to take your career to the next level. We're looking for someone to work with our vendors to order necessary replacement parts, ensure timely delivery and distribution of parts, and maintain accurate accounting record for the parts department.

We are a busy dealership, and we need an exceptional Body Shop Parts Coordinator who can jump right into this role. If you're hard working and serious about your career, this is a great opportunity!

### **Position Responsibilities:**

- Accurately identify parts necessary to complete repairs in the shop
- Work with vendors to locate and order parts
- Receive parts and inspect for quality and accuracy
- Ensure timely distribution to the shop in accordance with the production schedule
- Maintain accurate accounting record for purchased and/or returned parts

### **Requirements:**

- Experience working with automotive parts including, collision repair, sheet metal
- Strong problem solving ability
- computer proficiency
- Ability to succeed in a fast-paced environment
- Ability to work as part of a team
- Valid Driver's License with clean, insurable, driving record
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of experience do you have in auto parts or collision repair?
  - What brands?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Body Shop: Collision Repair Technician, Metal or Paint A Level**

### **Job Description**

Busy dealership Body Shop seeks an experienced, A Level Collision Repair Technician. We are looking for a candidate with a minimum of 3- 5 years of experience in Auto Body repair and restoration both minor and major, of collision damage to vehicles. Must have experience in Metal or Paint and knowledge of frame and uni-body repair.

Our Collision Repair Technician is responsible for repairs and restoration, both minor and major, of collision damage to vehicles.

### **Responsibilities:**

- Review damage reports, prepare or review repair cost estimates, and plan work to be performed.
- Remove damaged panels, and identifies the family and properties of the plastic used on a vehicle.
- Inspect repaired vehicles for proper functioning, completion of work, dimensional accuracy, and overall appearance of paint job, and test drive vehicles to ensure proper alignment and handling.
- File, grind, sand and smooth filled or repaired surfaces, using power tools and hand tools.
- Mix polyester resins and hardeners to be used in restoring damaged areas.
- Position dolly blocks against surfaces of dented areas and beat opposite surfaces to remove dents, using hammers.
- Fit and weld replacement parts into place, using wrenches and welding equipment, and grind down welds to smooth them, using power grinders and other tools.

### **Qualification Criteria:**

- Minimum A Level status- First Class Metal or Paint Collision Repair Technician
- Current valid driver's license with clean, insurable, driving record
- I-Car certifications
- Knowledge of frame and uni-body repair
- Extensive mechanical abilities and training in car damage repairs
- Ability to stay current by attending technical training schools and by reading shop manuals

### **Filters:**

- What level Technician are you?
- How many years of experience do you have in collision repair?
- Do you have a valid driver's license and clean driving record?
- If selected for an interview, will you be able to provide professional references that can verify your work experience.

- Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Body Shop: Collision Repair/Recondition Technician, Metal or Paint C Level**

### **Job Description**

We are looking for an Auto Body Technician, C Level, to join our winning team. This is an excellent opportunity to advance your career in collision repair. We're looking for someone to partner with an experienced technician, learn and develop your bodywork ability, and ultimately contribute to shop performance.

### **Position Responsibilities:**

- Follow directions given by Mentor Technician
- Disassemble and reassemble vehicles and related parts
- Minor body work in accordance with the repair plan
- Enhance your abilities through experience and coaching
- Continuing education and certifications

### **Requirements:**

- Minimum 1 year of automotive experience, school, work or other
- Previous collision repair is a plus
- Problem solving skills
- Ability to succeed in a fast-paced environment
- Positive attitude with a desire to learn
- Valid Driver's License with a clean, insurable, driving record
- Pre-employment background check, including drug screening
- References

### **Filters:**

- What level technician are you?
  - Do you have technical school training?
  - Do you have experience in collision or dent repair?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
-

## **Body Shop: Painter Apprentice/Helper**

### **Job Description**

We're looking for a talented individual to prep vehicles in our body shop and prepare for painter; from dismantling to repair to refinish. The Painter's Helper prepares repaired vehicles for refinishing and assist painters with their work.

The ideal candidate will have experience in a similar role, with trade school training and certification. This is a great opportunity to learn the business from the best!

### **Responsibilities:**

- Prepare vehicles and parts for painting using proper techniques, equipment, and materials
- Mask vehicles for painting
- Prime vehicles and parts
- Sand vehicles and parts prior to painting
- Review all work with painter
- Assist in smooth flow of work through the shop
- Account for time spent on each job each day
- Maintain work area in clean and safe condition
- Keep painter aware of work status
- Alert the painter to any usual problems or additional work needed on a vehicle
- Assist the painter as necessary

### **Requirements:**

- Working knowledge of repairs for damaged body parts and bodies of vehicles
- Valid driver's license with clean, insurable driving record
- Ability to interpret vendor catalogs
- Pre-employment background check, including drug screening
- Professional References

### **Filters:**

- Do you have training or experience in collision repair?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## Body Shop: Porter Clean Up

### Job Description

Our dealership Body Shop currently has an opening for an energetic, self-motivated, and organized Porter. The ideal candidate is someone who is a quick learner, able to work at a fast pace, and can be self-sufficient. Dealership experience is a plus but we will train the right candidate who is eager to work. Candidates must have a valid Driver's License with a clean, insurable, driving record and a polished, professional appearance.

**Responsibilities:** The Body Shop Porter is responsible for general maintenance of the dealership Body Shop; helping to keep things in an orderly, efficient manner. Light maintenance and overall care of the shop area on a daily basis is part of the job.

- Moves vehicles to maintain flow of traffic
- Wash and inspect vehicles
- Maintains cleanliness of the dealership
- Must be willing to work Saturdays
- Keep vehicle lots neat and orderly, as directed and in accordance with dealership display standards
- Cleans driveway and sidewalks, removing debris, as necessary.
- Drives vehicles to and from service lane, service stalls, and parking lot, as needed.
- Performs other duties, as assigned.
- Must follow all company safety policies and procedures.

### Qualifications:

- High School or GED
- Valid Driver's License with a clean, insurable, driving record
- Must be authorized to work in the USA
- Perform duties and responsibilities in a safe manner
- Pre-employment background check, including drug screening

### Filters:

- Are you over the age of 18 and eligible to work in the United States?
  - Do you have a valid driver's license with a clean, insurable, driving record?
  - Are you interested in the Porter position at this dealership?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Finance: Finance Manager, F&I Manager, Sales Manager**

### **Job Description**

Are you an experienced dealership Finance Manager interested in advancing your career? This is an outstanding opportunity to continue a rewarding career and increase your earning potential.

We are seeking an experienced, F&I Manager who can jump right into our team of professionals. We are interested in candidates who have a proven track record of achieving success in sales and customer satisfaction in a dealership Finance Office. RV Dealership Experience is a plus.

If you are looking for a great opportunity, join our award-winning team. We offer excellent compensation and benefits along with a terrific work environment. Our business is better than ever and we need a polished professional who wants to work with the best in the business. As an RV dealership, we are in the business of selling fun!

### **Job Responsibilities:**

- Produce additional revenue for the dealership by selling finance and insurance programs to new and used vehicle customers.
- Take responsibility for insurance fees and financing.
- Sell extended service agreements, financing, tire replacement and credit life, accident and health insurance plans to customers
- Submit finance applications to obtain approval on financing to the appropriate source
- Look after all rate quotations
- Pursue insurance companies for insurance papers. Maintain insurance records
- Develop incentives for salespeople to sell insurance and financing in accordance with dealership policies; educate salespeople in the procedures of selling financing
- Work with Sales Manager to maximize profits from every sale
- Establish finance forecasting in combination with sales department forecasting to achieve a desired percent of penetration and income
- Prepare monthly reports on finance penetration and share with the Dealer
- Verify all documents for correct titles, taxes and lien information, etc.

### **Qualifications:**

- Excellent written and verbal communication skills
- Minimum 1-2 years of dealership F&I Experience, required
- RV Experience is a plus!
- Proven track record of sales and customer satisfaction
- Previous Automotive and/or RV Sales Experience
- Detail-oriented with ability to multi-task
- Valid Driver's License with clean, insurable driving record
- Professional References
- Computer Proficient

- Pre-employment background check and drug screening **WHAT WE HAVE TO OFFER:**
  - Dynamic, professional, enthusiastic & supportive working environment
  - Tremendous product and inventory
  - Great floor traffic
  - Very competitive pay plan; unlimited earning potential
  - Strong customer and employee satisfaction history
  - Full offering of benefits

**Filters:**

- How many years of experience do you have as an RV or Automotive Dealership Finance Manager?
  - What brands?
  - Do you have a valid driver's license with a clean, insurable, driving record? If selected for an interview, will you be able to provide professional references that can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Finance: Finance Manager, F&I Manager, Sales Manager w/ RV Experience**

**Job Description**

Are you an experienced RV dealership Finance Manager interested in advancing your career? Do you have several years of experience selling RVs and Finance and Insurance products at an RV dealership? Are you well-versed with an understanding of the needs of the typical RV customer? This is an outstanding opportunity to continue a rewarding career and increase your earning potential. We are seeking an experienced, dealership F&I Manager who can jump right in and move our F&I department forward. We are interested in candidates who have a proven track record of achieving success in sales and customer satisfaction in an RV dealership's Finance Department. If you are looking for a great opportunity, join our award-winning team. We offer excellent compensation and benefits along with a terrific work environment. Our business is better than ever and we need a polished professional who wants to work with the best in the business.

**Job Responsibilities:**

- Produce additional revenue for the dealership by selling finance and insurance programs to new and used vehicle customers.
- Take responsibility for insurance fees and financing.
- Sell extended service agreements, financing, tire replacement and credit life, accident and health insurance plans to customers
- Submit finance applications to obtain approval on financing to the appropriate source

- Look after all rate quotations
- Pursue insurance companies for insurance papers. Maintain insurance records
- Develop incentives for salespeople to sell insurance and financing in accordance with dealership policies; educate salespeople in the procedures of selling financing
- Work with Sales Manager to maximize profits from every sale
- Establish finance forecasting in combination with sales department forecasting to achieve a desired percent of penetration and income
- Prepare monthly reports on finance penetration and share with the Dealer
- Verify all documents for correct titles, taxes and lien information, etc.

**Qualifications:**

- Excellent written and verbal communication skills
- Minimum 1-2 years of RV dealership F&I Experience, required
- RV Sales Experience
- Proven track record of customer satisfaction
- Detail-oriented with ability to multi-task
- Valid Driver's License with clean, insurable driving record
- Professional References
- Computer Proficient
- Pre-employment background check and drug screening

**WHAT WE HAVE TO OFFER:**

- Dynamic, professional, enthusiastic & supportive working environment
- Tremendous product and inventory
- Great floor traffic
- Very competitive pay plan; unlimited earning potential
- Strong customer and employee satisfaction history
- Full offering of benefits

**Filters:**

- How many years of experience do you have as an RV Dealership Finance Manager?
  - What brands?
  - Do you have a valid driver's license with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references that can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Finance: Biller**

### **Job Description**

We are currently seeking a motivated and highly-organized Biller to join our dealership team. Our Biller works directly with the Sales Team and handle the contracts from start to finish. The ideal candidate must be smart, detail-oriented and able to work in a fast-paced environment. This position requires a professional appearance, excellent communication skills, computer knowledge, and aptitude to work with numbers.

### **Duties & Responsibilities**

- Post deals and prepare commissions; checking contracts for accuracy
- Ensure contracts are completed correctly and submitted to bank with all required documentation
- Cancel insurance products through third party vendors
- Promptly & accurately prepare customer and lienholder payments
- Prepare and post journal entries
- Prepare monthly finance department chargeback analysis
- Code and enter internal parts invoices, service repair orders & body shop repair orders
- Prepare daily bank deposit
- Provide backup coverage to other administrative personnel
- Other administrative and accounting duties, as assigned

### **Qualifications:**

- High School Diploma or Equivalent
- Previous RV or Automotive Dealership Biller Experience
- Detail-oriented with strong organizational skills
- Fast learner that is open to change
- Ability to work independently and with a team
- Strong aptitude for numbers
- Excellent communication and people skills – both written and verbal
- Ability to handle multiple responsibilities

### **Suggested Filters:**

- How many years of experience do you have as a Biller in an RV or Auto Dealership?
  - Are you computer proficient with dealership specific software experience?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Human Resources: Recruiter**

### **Responsibilities:**

We are currently searching for a dealership HR Recruiter. Serving on the front lines for our dealership, this fast-paced position will serve as the primary recruiter for all department talent requisitions. The roles being recruited for will vary from entry level to professional. There is a very heavy emphasis on sourcing candidates in this role. The successful candidate will also work to build a solid College and Technical School recruiting plan and develop relationships to execute this strategy.

- Form a strong partnership with dealership management. They should see you as the expert for all things recruiting
- Develop and execute recruiting strategies in conjunction with the HR Manager or dealership management
- Source and screen resumes and candidate applications
- Complete an initial phone interview for specified roles
- Network through colleges, trade schools, industry contacts, association memberships, trade groups and employees, in an effort to bring awareness to proactively plan for requisitions
- Use social and professional networking sites to identify and source candidates.
- Research and recommend new sources for active and passive candidate recruiting
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation
- Conduct in-store job fairs and attend off-site job fairs to represent the company and highlight opportunities.
- Complete Interviewer training for department managers

### **Qualifications:**

- Bachelor's degree preferred in Human Resources, Organizational Development or Communications
- Experience in high volume, corporate or agency recruiting, a plus
- Must be team oriented with a positive, can-do attitude
- Ability to sell candidates on the position and company
- Well organized and detailed oriented
- Previous experience in Automotive or RV Industries is helpful
- Excellent written and verbal communication skills
- Proven ability to network and develop good working relationships
- AIRS/CIR certification, a plus
- Professional References
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of Recruiting experience do you have- corporate or agency?

- Do you have experience in sourcing candidates via internet and social media?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Human Resources: Manager**

### **Job Description**

We are searching for a Human Resource Manager who will be responsible for managing and overseeing the dealership's Human Resource functions; including payroll and benefits, employment and recruitment, leave of absence, and worker's compensation.

The ideal candidate will have HR Management level experience and be proficient in all Human Resource functions including but not limited to recruiting, compliance, workers compensation, employee grievances, and maintaining personnel files. Working knowledge of state employment laws is essential.

We offer a supportive work environment, excellent compensation package and benefits.

### **Essential Functions:**

- Develops and administers effective recruitment strategies; recruits for open positions
- Supervises, coordinates or performs all pre-employment screening and post-hire procedures
- Responsible for compliance with human resources related company policies as well as all applicable federal, state and local employment laws and regulations.
- Reviews and makes recommendations for improvement of policies, procedures and practices
- Coordinates, develops and implements associate training programs; maintains training records
- Coordinates new associate on boarding program; coordinates and participates in employee orientation.
- Works with department managers to facilitate annual performance reviews, salary adjustments, progressive discipline, and terminations
- Works with dealership management, to timely and appropriately address, investigate and resolve employee grievances and complaints.
- Responds to unemployment claims and attends hearings and appeals, as needed
- Actively handles workers' compensation claims
- Responsible for communicating, coordinating and assisting associates with employee benefits programs/recognition programs
- Administers employee leave of absence programs including tracking of leave and communications to employees; ensures compliance with Department of Labor standards

- Responsible for ensuring maintenance of personnel files and confidentiality of employee information and records
- Provides counsel to management team on employee relations matters and Human Resources issues
- Supports and demonstrates company principles and hospitality promises in all interactions with internal and external customers.
- Performs other duties and tasks as assigned or required.

**Qualifications:**

- Minimum 5-10 years of Human Resources experience
- HR Manager or Director Level highly preferred
- Computer proficiency
- Outstanding communication skills
- Ability to think critically and strategically
- Previous experience in an RV or Automotive dealership, highly preferred
- Working knowledge of all HR Functions including payroll, recruitment, workers compensation, employee grievances, new hire onboarding
- Professional references
- Pre-employment background check, including drug screening

**Filters:**

- How many years of experience do you have in a Human Resources Management position?
  - Do you have a working knowledge and understanding of Employment Laws, as pertaining to the location of this dealership?
  - Are you computer proficient?
  - Do you have experience and working knowledge of all HR functions including but not limited to workers compensation, salary review, and recruitment and on boarding of new employees?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Management: CFO**

**Job Description**

We are currently searching for Chief Financial Officer (CFO). The desired candidate will need to be capable of managing finance and accounting departments, providing information primarily financial in nature, about all company activities that will assist the dealership Owners and Management, and other users in making educated economic decisions about the company's

future. Previous automotive dealership accounting, minimum of three (3) years' experience, is essential.

### **Essential Responsibilities:**

- Prepares and analyzes dealership financial statements monthly according to dealership guidelines and within each manufacturer's format and time frame
- Ensures that all manufacturer accounts, including warranty claims, rebates, interest protection and co-op advertising are current and accurate
- Interprets the financial statement and the daily operating control (DOC) regularly and informs dealer of developing trends; Participates in the preparation of short and long term financial forecasts for the Dealerships
- Reports the financial condition of the total dealership to the dealer/general manager regularly and accurately; provides sales and expense analyses summarizing potential problem areas and opportunities for improved profitability relative to monthly and annual forecasts.
- Review the reconciliation of general ledger accounts with outside sources to ensure proper bank reconciliation, reserve accounts, factory payable, and floor plan payable.
- Oversees all office personnel, ensuring proper accounting procedures and maintaining accurate records
- Analyzes and supervises the preparation of all information for the CPA in order to minimize audit or review costs
- Ensure all accounting is performed in accordance with Generally Accepted Accounting Principles (GAAP)
- Stays abreast of tax code revisions and advises dealer regarding any operational adjustments needed to accommodate revisions
- Assist dealership managers in reading and interpreting their financial reports, creating action plans needed to improve their operations
- Manage and safeguard Company assets to ensure proper internal controls are in place
- Supervises Corporate Accounting staff and Dealership Office Managers
- Complies with local, state, and federal reporting requirements and tax filings
- Manage cash flow, budget and expense structures for nine dealerships.
- Monitor and control inventory levels at each dealership.
- Direct dealership accounting staff in regards to all receivable accounts.
- Manage month end close process including dealership reviews, month end entries, and preparation and transmission financial statements.
- Conduct periodic audits to streamline processes and ensure best practices are being used.
- Performs other duties, as assigned

### **Qualifications:**

- BS Degree in Accounting or Business Administration; CPA highly desirable.
- At least three years of progressive and relevant experience in the Retail Automotive Industry.
- Strong computer and internet skills, including Microsoft Office suite
- Experienced with business applications and accounting software

- Excellent communication skills, verbal and written
- Excellent interpersonal skills to interact professionally with customers, vendors, and staff
- Able to deal with confidential information appropriately
- Highly organized and detail oriented
- Strong attention to detail and interest in accuracy
- Highly professional and dependable
- Strong problem solving and analytical skills

**Filters:**

- How many years of experience do you have in a dealership Controller or CFO position?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Management: General Manager**

**Job Description**

We are seeking an experienced, true automotive General Manager for our premier dealership. The ideal candidate will have a proven track record of success in achieving targeted goals in sales and customer service, with the ability to recruit, hire and train a staff of sales and service professionals.

This is an excellent opportunity to manage a dealership with an outstanding reputation. We are interested in candidates who can lead a team with integrity.

The automotive dealership General Manager ensures the profitability of the dealership by overseeing the various departments which include variable operations (sales & financing), fixed operations (service & parts), and the business office (accounting & administration). Duties of the general manager include, but certainly not limited to, planning, motivating and coordinating the dealership's management through leadership and solid business practices.

**Job Duties:**

- Hiring all management positions, completing performance evaluations regularly and developing short and long-term goals for each department manager including administrative, sales, parts, and collision and service departments.
- Planning and developing short and long-term goals and objectives annually, and submitting time projections to corporate management for approval.
- Effectively communicating with the comptroller/office manager on a weekly basis to review departmental forecasts and ensure consistency with annual projections.
- Paying close attention to daily operations, recommending and creating improved courses of action where necessary.

- Explaining the policies and procedures of the dealership to all employees and following up with employees to ensure that these issues are understood and followed.
- Providing dealership management with weekly reports on the financial condition of the dealership.
- Overseeing the monthly financial statement to ensure it is complete, accurate and submitted on time to the management/dealership owners.
- Coordinating with the business/administrative office to ensure that records and analyses are correctly maintained.
- Creating a good working relationship with lending institutions and manufacturer personnel and maintaining these relationships.
- Coordinating regular meetings with the managers of each department to ensure their profitability and efficiency.
- Overseeing the hiring and training of all department managers.
- Maintaining an enthusiastic attitude to build positive employee attitudes and morale.
- Overseeing and maintaining compensation plans for all employees.
- Creating cost-effective advertising programs and merchandising strategies for the dealership.
- Focusing on any customer complaints that department managers are unable to rectify and taking the necessary steps to resolve these complaints.

#### **Qualifications:**

- Minimum of two years of dealership sales and five years in a supervisory position
- Experience in other dealership departments is a plus
- Strong leadership and organizational skills, and the ability to understand profit and loss statements and manage a large, diverse staff
- Strong communication skills to deal with customers, employees and vendors
- A high school diploma or the equivalent is required and a college degree in business administration is preferred
- Professional references
- Valid Driver's License with a clean, insurable, driving record
- Pre-employment background check, including drug screening

#### **Filters:**

- How many years of dealership sales experience do you have?
  - What brands?
  - How many years of dealership sales or service management experience do you have?
  - What brands?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a Pre-employment background check, including drug screening?
-

## **Management: General Manager with RV Experience**

### **Job Description**

We are seeking an experienced, true General Manager for our premier RV dealership. The ideal candidate will have a proven track record of success in achieving targeted goals in sales and customer service, with the ability to recruit, hire and train a staff of sales and service professionals.

This is an excellent opportunity to manage a dealership with an outstanding reputation. We are interested in candidates who can lead a team with integrity.

The dealership General Manager ensures the profitability of the dealership by overseeing the various departments which include variable operations (sales & financing), fixed operations (service & parts), and the business office (accounting & administration). Duties of the general manager include, but certainly not limited to, planning, motivating and coordinating the dealership's management through leadership and solid business practices.

### **Job Duties:**

- Hiring all management positions, completing performance evaluations regularly and developing short and long-term goals for each department manager including administrative, sales, parts, and collision and service departments.
- Planning and developing short and long-term goals and objectives annually, and submitting time projections to corporate management for approval.
- Effectively communicating with the comptroller/office manager on a weekly basis to review departmental forecasts and ensure consistency with annual projections.
- Paying close attention to daily operations, recommending and creating improved courses of action where necessary.
- Explaining the policies and procedures of the dealership to all employees and following up with employees to ensure that these issues are understood and followed.
- Providing dealership management with weekly reports on the financial condition of the dealership.
- Overseeing the monthly financial statement to ensure it is complete, accurate and submitted on time to the management/dealership owners.
- Coordinating with the business/administrative office to ensure that records and analyses are correctly maintained.
- Creating a good working relationship with lending institutions and manufacturer personnel and maintaining these relationships.
- Coordinating regular meetings with the managers of each department to ensure their profitability and efficiency.
- Overseeing the hiring and training of all department managers.
- Maintaining an enthusiastic attitude to build positive employee attitudes and morale.
- Overseeing and maintaining compensation plans for all employees.

- Creating cost-effective advertising programs and merchandising strategies for the dealership.
- Focusing on any customer complaints that department managers are unable to rectify and taking the necessary steps to resolve these complaints.

**Qualifications:**

- Minimum of two years of RV dealership sales and five years in a supervisory position
- Experience in other dealership departments is a plus
- Strong leadership and organizational skills, and the ability to understand profit and loss statements and manage a large, diverse staff
- Strong communication skills to deal with customers, employees and vendors
- A high school diploma or the equivalent is required and a college degree in business administration is preferred
- Professional references
- Valid Driver's License with a clean, insurable, driving record
- Pre-employment background check, including drug screening

**Filters:**

- How many years of RV dealership sales experience do you have?
  - What brands?
  - How many years of dealership sales or service management experience do you have?
  - What brands?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a Pre-employment background check, including drug screening?
- 

**Management: Advertising/Marketing Manager**

**Job Description**

We are searching for an experienced Marketing Manager who can handle all development of marketing and advertising campaigns. The ideal candidate will be well-versed in direct and social marketing. Experience or knowledge of the RV Industry would be helpful.

**Responsibilities Include:**

- Responsible for all marketing and sales support activities
- Development of collateral, public relations, traditional media and e-mail marketing and the maintenance of the dealership's website
- Ability to develop plans and spend limited budget, accordingly

- Work with marketing vendors and support organizations for program set up, maintenance, and overall performance management
- Manage reporting-sales, expenses, and overall program performance
- Facilitate cross functional meetings with IT and Customer Care to ensure program success
- Provide leadership in web search optimization strategies and web campaign testing strategies to increase multimedia marketing effectiveness and sales volumes at the lowest marginal cost
- Analyze site behavior to improve application/enrollment/sales completion rates, user experience and content targeting
- Exhibit a high level of expertise in driving the data strategy across multiple ports including websites, surveys, testing, CRM systems, market research

### **Qualifications:**

- BA or BS in Business, Marketing or related area
- RV experience or knowledge, a plus
- Demonstrated ability to establish and deliver against project timelines
- Meticulous attention to details
- Excellent interpersonal and communication skills
- Strong direct marketing, analytical, and operational skills
- Strong people and project management skills
- Ability to communicate effectively across all levels of the dealership
- Self-motivated, proactive team player and independent worker
- Excellent computer skills

### **Filters:**

- How many years of experience do you have in marketing management or advertising strategy?
  - Do you have experience in developing and managing promotional collateral, public relations campaigns, traditional media, e-mail marketing and company websites?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

## **Parts: Assistant Parts Manager**

### **Job Description**

We are seeking an Assistant Parts Manager for our busy RV Dealership. The ideal candidate will have previous experience in a dealership parts department or an automotive parts retail store. We are looking for an Assistant Manager who can help our Parts Department run a profitable and well-managed parts department.

**Responsibilities include:**

- Responsible for interviewing, hiring, and training parts employees
- Help in planning, assign, and direct parts personnel
- Coach and mentor employees
- Address complaints and resolve problems
- Complete a summary of daily sales
- Confer with manager
- Liaison between the dealership and suppliers
- Set stock levels and selection of items for weekly orders
- Inventory control including replenishment, stocking, cycle counting, and physical inventory
- Flexibility to work outside normal work hours/weekends, as required
- Communicate well with management -Sales and Service and Parts

**Qualifications:**

- Basic business knowledge is required
- RV experience, a plus
- Dealership or Auto Parts Retail Store-required
- Must be able to motivate and lead a team
- Good health and physical mobility
- Must be able to provide references
- Stable under pressure- maintains a positive atmosphere and image
- Valid Driver's License with clean, insurable, driving record
- Pre-employment background check, including drug screening

**Filters:**

- How many years of experience do you have in a dealership Parts Department or Auto Parts Retail Store?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
-

## **Parts: Inventory Control Clerk, Stock Inventory Clerk, Warehouse**

### **Job Description**

We have an opening for an Inventory Control/Stock Clerk for our dealership Parts Department. This is a great opportunity for an entry-level candidate.

The Parts Inventory Clerk will assist the parts, service, dealership and wholesale departments in pulling and replenishing the parts department. This person will also communicate at a high level to internal and external customers.

### **Job Duties:**

- Checking in daily stock and special order parts
- Pulling and replenishing the parts department Inventory
- Inventory control
- Assist parts counter personnel
- Assist parts drivers
- Deliver parts to wholesale customers when needed

### **Job Requirements:**

- Experience in automotive counter/ parts sales is a plus
- Self-Starter with proven ability to seek out new ways to build opportunities for the dealership and customer satisfaction
- High level of initiative and ability to work in a team
- Must be able to lift up to 75 lbs
- Basic MS Office knowledge; computer software, internet proficiency, and general mathematic skills

### **Filters:**

- Do you have a valid Driver's License with a clean, insurable, driving record?
  - Do you have experience in warehouse, retail stockroom or similar?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you computer proficient?
-

## **Parts: Parts Manager, RV Experience**

### **Job Description**

We are seeking an experienced Parts Manager for our busy RV Dealership. The ideal candidate will have previous experience managing an RV dealership parts department. We are looking for a manager who can run a profitable and well-managed parts department.

### **Responsibilities include:**

- Responsible for interviewing, hiring, and training parts employees
- Plan, assign, and direct parts personnel
- Appraise performance
- Coach and mentor employees
- Address complaints and resolve problems
- Complete a summary of daily sales
- Manage parts inventory
- Confer with service manager for required shop parts
- Approve parts inventory purchases and stay informed of all of the latest innovations
- Liaison between the dealership and suppliers
- Set stock levels and selection of items for weekly orders
- Inventory control including replenishment, stocking, cycle counting, and physical inventory
- Flexibility to work outside normal work hours/weekends, as required
- Communicate well with management from Sales and Service departments
- Responsible for the profitability of the parts department
- Responsible for marketing parts and accessories

### **Qualifications:**

- Basic business knowledge is required
- Previous parts sales experience
- RV Parts experience-required
- Experience managing Dealership Parts Department
- Must be able to motivate and lead a team
- Good health and physical mobility
- Must be able to provide references
- Stable under pressure- maintains a positive atmosphere and image
- Valid Driver's License with clean, insurable, driving record
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of experience do you have as a dealership Parts Manager?
- What brands?
- Do you have experience in RV parts?

- Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

## **Parts: Parts Counter, Entry Level**

### **Job Description**

Local RV Dealership is looking for a friendly, smart and customer service-oriented individual for our Parts Counter. No previous experience is required. This is a fantastic opportunity for a candidate who is ambitious and eager to learn.

The Parts Advisor will interact with repair shops, customers and technicians about their parts needs. Our Parts Department is very busy and we need talented people to sell automotive parts, via phone, email and personal interaction.

We offer generous pay plan and benefits package in addition to a professional work environment and supportive Management team.

### **Job Responsibilities:**

- Assist in retail customer purchases
- Knowledge of the location of all parts and some knowledge of uses and installation techniques
- Ensure customer satisfaction through efficient and timely processing of parts orders within the guidelines of company policies and procedures and by checking parts availability
- Verify prices and enter orders into computer
- Analyze customer requests for parts; provide parts information and prices from service manuals, reference materials and computer
- Ability to provide substitute parts information for obsolete/upgraded parts based on experience and outstanding orders
- Responsible for following up on back orders by checking with other parts personnel and sources to determine status of orders and provide answers to customers
- Establish a good relationship with distributors, dealers, service centers and consumers in order to notify them of parts availability and shipment dates determined by tracking orders and/or invoices through the computer system.

### **Qualifications:**

- Customer Service or Sales Experience
- RV knowledge, helpful
- Good knowledge of product and mechanical/electrical parts
- Excellent telephone manner and customer service ability

- Computer skills
- Must be able to pass a pre-employment background check and drug screening
- Must be able to provide professional references

**Filters:**

- Do you have a valid Driver's License and clean, insurable, driving record?
  - Do you have a minimum of 1 year of customer service or sales experience?
  - Are you computer proficient?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Parts: Parts Counter Sales, RV Experience**

**Job Description**

Local RV Dealership is looking for an experienced Parts Advisor. The ideal candidate will have at least one (1) year of RV Dealership Parts Sales Experience.

The Parts Advisor will interact with repair shops, customers and technicians about their parts needs. Our Parts Department is very busy and we need talented people to sell automotive parts, via phone, email and personal interaction.

We offer generous pay plan and benefits package in addition to a professional work environment and supportive Management team.

**Job Responsibilities:**

- Assist in retail customer purchases
- Knowledge of the location of all parts and some knowledge of uses and installation techniques
- Ensure customer satisfaction through efficient and timely processing of parts orders within the guidelines of company policies and procedures and by checking parts availability
- Verify prices and enter orders into computer
- Analyze customer requests for parts; provide parts information and prices from service manuals, reference materials and computer
- Ability to provide substitute parts information for obsolete/upgraded parts based on experience and outstanding orders
- Responsible for following up on back orders by checking with other parts personnel and sources to determine status of orders and provide answers to customers
- Establish a good relationship with distributors, dealers, service centers and consumers in order to notify them of parts availability and shipment dates determined by tracking orders and/or invoices through the computer system.

**Qualifications:**

- Previous experience in RV Dealership Parts -Required
- RV knowledge
- Good knowledge of product and mechanical/electrical parts
- Excellent telephone manner and customer service ability
- Computer skills
- Must be able to pass a pre-employment background check and drug screening
- Must be able to provide professional references

**Filters:**

- Do you have a valid Driver's License and clean, insurable, driving record?
  - Do you have a minimum of 1 year of RV Dealership Parts experience?
  - Are you computer proficient?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Parts: Parts Counter Sales, General Auto Parts Experience****Job Description**

Local RV Dealership is looking for an experienced Parts Advisor. The ideal candidate will have at least one (1) year of Dealership or Auto Parts Store Counter Sales Experience.

The Parts Advisor will interact with repair shops, customers and technicians about their parts needs. Our Parts Department is very busy and we need talented people to sell automotive parts, via phone, email and personal interaction.

We offer generous pay plan and benefits package in addition to a professional work environment and supportive Management team.

**Job Responsibilities:**

- Assist in retail customer purchases
- Knowledge of the location of all parts and some knowledge of uses and installation techniques
- Ensure customer satisfaction through efficient and timely processing of parts orders within the guidelines of company policies and procedures and by checking parts availability
- Verify prices and enter orders into computer
- Analyze customer requests for parts; provide parts information and prices from service manuals, reference materials and computer

- Ability to provide substitute parts information for obsolete/upgraded parts based on experience and outstanding orders
- Responsible for following up on back orders by checking with other parts personnel and sources to determine status of orders and provide answers to customers
- Establish a good relationship with distributors, dealers, service centers and consumers in order to notify them of parts availability and shipment dates determined by tracking orders and/or invoices through the computer system.

**Qualifications:**

- Previous experience in a Dealership or Auto Parts Retail Store
- RV experience and knowledge, helpful
- Good knowledge of product and mechanical/electrical parts
- Excellent telephone manner and customer service ability
- Computer skills
- Must be able to pass a pre-employment background check and drug screening
- Must be able to provide professional references

**Filters:**

- Do you have a valid Driver's License and clean, insurable, driving record?
  - Do you have a minimum of 1 year of dealership or Auto Parts Store Counter experience?
  - Are you computer proficient?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Parts: Parts Manager, General Auto Parts Experience**

**Job Description**

We are seeking an experienced Parts Manager for our busy RV Dealership. The ideal candidate will have previous experience either managing a dealership parts department or an automotive parts retail store. We are looking for a manager who can run a profitable and well-managed parts department.

**Responsibilities include:**

- Responsible for interviewing, hiring, and training parts employees
- Plan, assign, and direct parts personnel
- Appraise performance
- Coach and mentor employees
- Address complaints and resolve problems

- Complete a summary of daily sales
- Manage parts inventory
- Confer with service manager for required shop parts
- Approve parts inventory purchases and stay informed of all of the latest innovations
- Liaison between the dealership and suppliers
- Set stock levels and selection of items for weekly orders
- Inventory control including replenishment, stocking, cycle counting, and physical inventory
- Flexibility to work outside normal work hours/weekends, as required
- Communicate well with management from Sales and Service departments
- Responsible for the profitability of the parts department
- Responsible for marketing parts and accessories

### **Qualifications:**

- Basic business knowledge is required
- Previous auto parts sales experience
- RV experience, a plus
- Experience managing Dealership or Auto Parts Retail Store-required
- Must be able to motivate and lead a team
- Good health and physical mobility
- Must be able to provide references
- Stable under pressure- maintains a positive atmosphere and image
- Valid Driver's License with clean, insurable, driving record
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of experience do you have as a Manager of a dealership Parts Department or Auto Parts Retail Store?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

## **Parts: Parts Driver**

### **Job Description**

We have an immediate opening for a Parts Driver. In this position, you will drive the dealership vehicle to delivers and pick up parts and equipment for the dealership while ensuring the delivery truck is in a clean and operable condition.

### **What are the day-to-day responsibilities?**

- Deliver & pick up parts as requested by Parts Manager
- Load truck in such a way as to eliminate damage to sheet metal and other fragile parts
- Organize schedule of deliveries to maximize efficiency and post schedule to make available for contact
- Keep truck clean and neat and regularly check vehicle to keep in good running condition
- Report any malfunctions of parts vehicle to Parts Manager immediately
- Assist in keeping parts department & parts area clean
- Make pick up and deliveries safely and call the shipping department from each pick-up and delivery stop
- Pick up only parts that have a purchase order on the invoice
- Update delivery log after each delivery
- Work with Parts Manager to identify potential clients and complete sales calls as determined by the Parts Manager
- Perform all other duties as assigned

### **What are the requirements for this job?**

- Ability to read and comprehend instructions and information
- Must have a valid driver's license with a clean, insurable driving record
- Ability to communicate well with customers, vendors and other contacts

### **Filters:**

- Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you interested in the Parts Driver position?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Parts: Parts Driver w/ CDL**

### **Job Description**

We have an immediate opening for an experienced Parts Driver. In this position, you will drive the dealership vehicle to delivers and pick up parts and equipment for the dealership while ensuring the delivery truck is in a clean and operable condition.

### **What are the day-to-day responsibilities?**

- Deliver & pick up parts as requested by Parts Manager
- Load truck in such a way as to eliminate damage to sheet metal and other fragile parts
- Organize schedule of deliveries to maximize efficiency and post schedule to make available for contact
- Keep truck clean and neat and regularly check vehicle to keep in good running condition
- Report any malfunctions of parts vehicle to Parts Manager immediately

- Assist in keeping parts department & parts area clean
- Make pick up and deliveries safely and call the shipping department from each pick-up and delivery stop
- Pick up only parts that have a purchase order on the invoice
- Update delivery log after each delivery
- Work with Parts Manager to identify potential clients and complete sales calls as determined by the Parts Manager
- Perform all other duties as assigned

**What are the requirements for this job?**

- Ability to read and comprehend instructions and information
- Must have a valid Commercial Driver's License (CDL) with a clean, insurable driving record
- Ability to communicate well with customers, vendors and other contacts

**Filters:**

- Do you have a valid Commercial Driver's License (CDL) with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

**Parts: Shipping/Receiving Clerk**

**Job Description**

We have an opening for Shipping/Receiving Clerk for our dealership Parts Department. This is a great opportunity for an entry-level candidate. The Stock Clerk-Shipping Clerk will assist the parts, service, dealership and wholesale departments in pulling and replenishing the parts department. This person will also communicate at a high level to internal and external customers.

**Job Duties:**

- Checking in daily stock and special order parts
- Pulling and replenishing the parts department Inventory
- Inventory control
- Assist parts counter personnel
- Assist parts drivers
- Deliver parts to wholesale customers when needed

**Job Requirements:**

- Experience in automotive/ RV parts counter sales is a plus
- Self-Starter with proven ability to seek out new ways to build opportunities for the dealership and customer satisfaction
- High level of initiative and ability to work in a team
- Must be able to lift up to 75 lbs.
- Basic MS Office knowledge; computer software, internet proficiency, and general mathematic skills

**Filters:**

- Do you have a valid Driver's License with a clean, insurable, driving record?
  - Do you have experience in warehouse, retail stockroom or similar?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - Are you computer proficient?
- 

**Parts: Wholesale Parts Associate****Job Description**

Well-established dealership is seeking an experienced and qualified individual to bring their wholesale parts talents to our business. In return, we will provide you with a competitive compensation and benefits in a great environment.

**Responsibilities:**

- The primary responsibilities for this position are the complete handling of customer quotes via phone, email and fax along with subsequent order entry and billing.
- Sell parts to body shops, repair facilities, fleet services
- Establish relationships with new clients

**Qualifications:**

- Several years Dealership Parts Counter Experience
- Wholesale Parts Experience is a must
- Strong organizational skills,
- Outstanding phone skills
- computer skills
- Track record of success selling to, repair facilities, body shops, fleet services.
- Experience using dealership software
- Pre-employment background check, including drug screening
- Valid Driver's License with clean, insurable, driving record

**Filters:**

- How many years of dealership parts sales experience do you have?
  - Do you have wholesale parts experience; selling to repair facilities, body shops and fleet services?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

**Rental: Rental Manager****Job Description**

We are now hiring a Rental Manager for our busy dealership RV Rental Unit Department. The ideal candidate will have previous experience in a supervisory role in fleet management, logistics or vehicle rental. Dealership sales or marketing experience is helpful. You must be polished, professional, and be willing to work flexible hours to accommodate our customers. Must have a valid Driver's License with an insurable driving record!

**Responsibilities Include:**

- Manage the day to day operation of renting RVs, including supervision of rental staff and oversight of vehicle maintenance.
- Oversees mechanical and technical issues related to vehicles including vehicle repair, preventative maintenance techniques, work shop decisions, hazardous material management solutions, roadside assistance, etc.
- Design marketing campaigns
- Prospect and seek opportunities to affiliate with tourism bureaus
- Assist dealership staff with reporting and accounting function, related to this department
- Coach, train and develop support staff, to build relationships
- Provide constructive performance assessments and direct improvement strategies for employees.
- Maintain a professional atmosphere and respectful relationship with all levels of management, co-workers, staff, and customers.
- Authorize claims and ensure the validity of customer claims, customer returns, and exchanges.
- Ensure the highest level of customer service.

**Qualifications**

- Experience in automotive/vehicle sales, rental or repair, preferred
- Must have supervisory experience and mechanical understanding of vehicles.
- Suitable combination of education, experience or training will be accepted

- Detail-oriented
- Ability to control costs while maximizing profits

**Filters:**

- How many years of experience do you have as a supervisor in car sales or rentals?
  - Do you have a valid Driver's License with a clean, insurable driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Rental: Rental Coordinator/ Rental Associate/ Rental Clerk****Job Description**

We are currently seeking a friendly, customer-focused, Rental Associate. The Rental Associate is responsible for coordinating booking and billing of new and existing rental contracts. In this role, you will provide exceptional customer service in helping our customers with their Rental Vehicles.

The ideal candidate will have experience in a previous customer service-related role such as car rental, cellular phone sales, or other retail sales that require product knowledge and demonstration. However, we are willing to train the right candidate who is smart, outgoing and can learn our products and processes quickly. Must be polished and professional with outstanding ability to communicate and have a valid Driver's License with a clean, insurable, driving record.

**Responsibilities:**

- Handle incoming phone and online inquiries about RV rentals
- Coordinates booking and billing of new and existing rental contracts
- General rental quotes and follow ups with prospective rental customers
- Provide information on destinations, routes and general camping
- Other administrative functions, as required
- Provide exceptional customer service

**Qualifications:**

- Computer proficient Microsoft Word, Excel, and Outlook
- Previous experience with multi-line phone system, a plus
- Proven organizational, multi-tasking and time management abilities
- Strong customer service skills-friendly, positive and pleasant
- Excellent written and oral communication skills
- Sales or customer service experience in RV, travel, car rental, retail, or hospitality
- Ability to demonstrate and explain product features

- Valid Driver's License with clean, insurable, driving record
- Willing to work Saturdays, as scheduled
- Professionalism, Accountability, and Ownership

**Filters:**

- How many years of experience do you have in sales, customer service, hospitality, retail or travel?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

**Sales: Assistant Sales Manager**

**Job Description**

We are searching for an Assistant Sales Manager who can work closely with Sales Department Management to motivate and lead our sales team. Business is busier than ever and has created the need for an Assistant Sales Manager that knows how to plug into a winning organization. This is an amazing opportunity for the right candidate! The ideal candidate will have automotive and/RV sales experience with knowledge of dealership F&I.

We are a well-established, forward- thinking organization that is committed to building customer loyalty. We pride ourselves on our ability to develop, train, execute, and to produce results.

The Assistant Sales Manager is responsible for planning, organizing, and controlling the activities of the department and in measuring the performance of the employees in the department.

**Responsibilities:**

- Assist in hiring, training and overseeing sales staff
- Control unit inventory
- Develop marketing strategies
- Facilitate sales plans, marketing plans, ongoing training and development, coaching
- Assists in the operation of an efficient and effective dealership, while continuing to build a strong customer relationship base

**Qualifications:**

- Minimum 2 years of Dealership Sales experience
- RV experience is a plus
- Supervisory role, a plus
- Strong sales training and coaching skills

- Strong closing skills
- Goal-oriented
- Finance (F&I)experience, a plus
- Good verbal and written skills
- Strong computer skills a must
- Valid Driver's License with clean, insurable, driving record
- Professional references

### **WHAT WE OFFER:**

- High traffic
- Tremendous product & inventory
- Growth opportunities
- Strong reputation
- Aggressive pay plan
- Professional, enthusiastic & supportive working environment.

### **Filters:**

- How many years of dealership sales experience do you have?
  - What brands?
  - Do you have RV experience?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Sales: Customer Relations/Greeter/Receptionist**

### **Job Description**

**Are you a “people person”?**

**Do you have a knack for providing great customer service?**

We are searching for a Receptionist-Greeter to warmly meet our customers with an energetic and inviting attitude. This is a front line, customer relations position and you are often the face of the dealership, as the first person customers come into contact with, so you must be polished and professional at all times. In this position you will have the opportunity to present a positive initial meeting and greeting of customers both in person and phone. Excellent communication skills and the ability to maintain outstanding phone etiquette is a must.

### **Essential Job Functions:**

- Promptly and warmly meet, greet and answer phone calls, directing the customer to the appropriate representative or department

- Enter customer information into CRM
- Distribute mail and coordinate courier pick-ups, if needed
- Provide administrative support to the department, as needed
- May cross train to perform other duties

### **Essential Qualifications:**

- Previous experience in an administrative, receptionist or other customer service-oriented position
- Excellent interpersonal, presentation and relationship-building skills
- Strong work ethic and organizational skills
- Professional references
- Ability to effectively communicate with dealership employees and customers alike
- Computer Proficient

### **Filters:**

- How many years of experience do you have in a Receptionist, Administrative or Customer Service role?
  - Are you able to work the required schedule for this position that may include Saturdays?
  - Are you computer proficient and comfortable with data entry and communicating via email?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Sales: General Sales Manager w/ RV Experience**

### **Job Description**

**Are you an RV Dealership Sales Manager looking to increase your earning potential? Do you have a proven track record of successful people management skills and sales growth?**

We are searching for an experienced, General Sales Manager with RV experience, who can motivate and lead a team with integrity. The ideal candidate will have RV Dealership Sales Manager experience and knowledge of dealership F&I. Business is busier than ever and has created the need for a true General Sales Manager that knows how to plug into a winning organization. This is an amazing opportunity for the right candidate!

We are a well-established, forward- thinking organization that is committed to building customer loyalty. We pride ourselves on our ability to develop, train, execute, and to produce results.

The General Sales Manager is responsible for planning, organizing, and controlling the activities of the department; measuring the overall performance of the department. In this position, you will work directly with dealership ownership to maximize the overall Sales of the store.

**Responsibilities:**

- Hiring, training and overseeing sales managers
- Establish short and long term goals and sales strategies for the department
- Control unit inventory
- Marketing strategies
- Management of sales plans, marketing plans, ongoing training and development, coaching
- Facilitates the operation of an efficient and effective dealership, while continuing to build a strong customer relationship base

**Qualifications:**

- Minimum of 2 years' RV Dealership Sales Manager
- Previous Sales experience
- RV experience-Required
- Strong training skills
- Strong closing skills
- Goal-oriented
- Finance (F&I)experience, a plus
- Good verbal and written skills
- Strong computer skills a must
- Valid Driver's License with clean, insurable, driving record
- Professional references

**WHAT WE OFFER:**

- High traffic location
- Tremendous product & inventory
- Growth opportunities
- Strong reputation
- Aggressive pay plan
- Professional, enthusiastic & supportive working environment.

**Filters:**

- How many years of experience do you have as an RV dealership Sales Manager or General Sales Manager?
- What brands?
- Have you been a dealership Sales Manager within the past 3 years?

- Are you experienced in appraising trades, preparing sales department forecasts and managing vehicle inventory?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Sales: Internet Sales Consultant w/ Dealership Experience**

### **Job Description**

Imagine selling “fun” for a living? We are searching for an Internet Sales Associate. If you have experience in Automotive Dealership BDC or Sales, consider RV Retailing where your job is selling fun! As an Internet Sales Associate, you will primarily be responsible for responding to internet leads, incoming sales phone calls, and following up on unsold leads. You will also be responsible for working with the sales manager in order to maximize sales opportunities.

### **Essential Job Functions:**

- Monitor and respond to Internet leads from our website and third party sites
- Answer inbound customer sales phone calls
- Determine each customer's vehicle needs by asking the correct questions

### **Essential Job Skills:**

- Customer-focused and self-motivated
- Aptitude for business math
- Prior Sales Experience - RV or Automotive
- Strong communication skills
- Excellent computer skills, a must
- Highly organized with attention to detail
- Professional references
- Pre-employment background check

### **Suggested Filters:**

- How many years of dealership Sales or BDC Internet Sales experience do you have?
  - Are you computer proficient and experienced in handling internet sales leads?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
-

## Sales: Inventory Clerk

### Job Description

We have an opening for an Inventory Clerk for our RV dealership's Sales Department. This is a great opportunity for an entry-level candidate who wants to learn the product and processes of the RV business. The ideal candidate is someone who is smart, learns quickly, and is able to work in a fast-paced environment, while being self-sufficient. Previous dealership experience is a plus but we will train the right candidate. You must have a valid Driver's License with a clean, insurable, driving record and a polished, professional appearance.

### What we're looking for:

- Honest, dependable, energetic, and polite individuals
- Strong work ethic, sense of urgency, and outstanding organizational skills
- Exceptional customer service skills
- Able to work in all types of weather
- Effectively communicate with customers and coworkers
- Must be at least 18 years of age and eligible to work in the US
- Valid Driver's license with Clean Driving Record
- Pre-employment background check, including drug screening

**Job Responsibilities:** The Inventory Clerk is responsible for tracking and maintaining our inventory in an orderly, efficient manner. Ensures that all vehicles are maintained, presentable and correctly displayed in order to achieve maximum accessibility sales and customer satisfaction:

- Compares serial numbers of incoming units against invoice
- Inspects units to detect damage and verify the accessories listed on the invoice
- Records the description of damages and lists missing items on the delivery receipt
- Parks new units in assigned areas; moves sold units to maximize use of space
- Maintain overall order and appearance of display

### Filters:

- Are you over the age of 18 and eligible to work in the United States?
  - Are you computer proficient?
  - Do you have a valid driver's license with a clean, insurable, driving record?
  - Are you able to work full-time, including Saturdays?
-

## **Sales: Rental Coordinator, Rental Associate, Rental Clerk**

### **Job Description**

We are currently seeking a friendly, customer-focused, Rental Associate. The Rental Associate is responsible for coordinating booking and billing of new and existing rental contracts. In this role, you will provide exceptional customer service in helping our customers with their Rental Vehicles.

The ideal candidate will have experience in a previous customer service-related role such as car rental, cellular phone sales, or other retail sales that require product knowledge and demonstration. However, we are willing to train the right candidate who is smart, outgoing and can learn our products and processes quickly. Must be polished and professional with outstanding ability to communicate and have a valid Driver's License with a clean, insurable, driving record.

### **Responsibilities:**

- Handle incoming phone and online inquiries about RV rentals
- Coordinates booking and billing of new and existing rental contracts
- General rental quotes and follow ups with prospective rental customers
- Provide information on destinations, routes and general camping
- Other administrative functions, as required
- Provide exceptional customer service

### **Qualifications:**

- Computer proficient Microsoft Word, Excel, and Outlook
- Previous experience with multi-line phone system, a plus
- Proven organizational, multi-tasking and time management abilities
- Strong customer service skills-friendly, positive and pleasant
- Excellent written and oral communication skills
- Sales or customer service experience in RV, travel, car rental, retail, or hospitality
- Ability to demonstrate and explain product features
- Valid Driver's License with clean, insurable, driving record
- Willing to work Saturdays, as scheduled
- Professionalism, Accountability, and Ownership

### **Filters:**

- How many years of experience do you have in sales, customer service, hospitality, retail or travel?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
-

## **Sales: Sales Associate, Unit Sales, Product Specialist**

### **Job Description**

If you're serious about your career, this is a fantastic opportunity! We are expanding our Sales Team and we are looking for dynamic, polished and talented professionals who are interested in a lucrative career in RV Sales. We are busier than ever with a great line-up of recreational vehicles and all the resources you need to set your career in motion! We offer the training and support you need to help you grow and develop professionally.

Previous auto or RV sales experience is helpful but not required. We will train the right candidate who has experience and a successful track record in "big ticket" retail, business to business sales, or customer service. The ideal candidate will have excellent communication skills and the desire to succeed in a career in RV Sales. Valid Driver's License with an acceptable, insurable driving record and the ability to work a schedule that includes Saturdays is required.

### **Responsibilities:**

- Assist customers with buying decisions
- Help customers select the unit which best suits their needs and advise on towing requirements
- Present and sell all makes and models of new and used units
- Present and sell other value-added options
- Write deals to present to sales manager
- Maintain regular follow up with prospective and current clients
- Prepare preliminary used vehicle appraisals
- Learn all RV categories- tent trailer, fifth wheels, trailers, and luxury motorhomes

### **Qualifications:**

- Previous experience in commission-based, "big ticket" item sales or customer service
- RV experience, a plus
- Must be able to provide professional references who can verify work experience
- Reliable transportation
- Must have a valid driver's license with a clean, insurable driving record
- Computer proficient
- Integrity
- Good listening skills
- Aptitude for business math
- Desire to succeed in a career in RV Sales

### **Filters:**

- How many years of experience do you have in sales and customer service?
- Do you have experience selling (Check all that apply)
  - Boats

- Cars
  - Cell Phones
  - Electronics
  - Furniture
  - Home Improvements
  - Insurance and Financial Products
  - Real Estate
  - Promotional Products
  - RVs
  - Computers and Electronics
  - Cellular Phones
  - Jewelry
  - Luxury Retail
  - Business to Business
  - None
- Are you interested in a career in Recreational Vehicle (RV) Sales?
  - Do you have reliable transportation?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you interested in a full time position that includes Saturdays?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Sales: Sales Associate, Unit Sales, Product Specialist w/ RV Sales Experience**

### **Job Description**

If you're serious about your career, this is a fantastic opportunity! We are expanding our Sales Team and looking for talented, experienced RV Sales Professionals who are interested in furthering their career with an RV Dealer who can offer you a better opportunity. We are busier than ever with a great line-up of recreational vehicles and all the resources you need to set your career in motion! We offer the training and support you need to help you grow and develop professionally.

Previous RV sales experience or knowledge of the RV lifestyle is required. Valid Driver's License with an acceptable, insurable driving record and the ability to work a schedule that includes Saturdays is required.

### **Responsibilities:**

- Assist customers with buying decisions
- Help customers select the unit which best suits their needs and advise on towing requirements
- Present and sell all makes and models of new and used units

- Present and sell other value-added options
- Write deals to present to sales manager
- Maintain regular follow up with prospective and current clients
- Prepare preliminary used vehicle appraisals
- Learn all RV categories- tent trailer, fifth wheels, trailers, and luxury motorhomes

### **Qualifications:**

- RV Sales Experience and knowledge of the RV lifestyle
- Must be able to provide professional references who can verify work experience
- Reliable transportation
- Must have a valid driver's license with a clean, insurable driving record
- Computer proficient
- Integrity
- Good listening skills
- Aptitude for business math
- Desire to succeed in a career in RV Sales

### **Filters:**

- How many years of experience do you have in RV Sales?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Sales: Support Administrator**

### **Job Description**

We are looking for a bright, motivated, and energetic Support Administrator. Our dealership works as a team, and our team strives to be the best for our customers. If you feel that your skills would be a valuable asset to our staff and our customers, we invite you to apply.

The ideal candidate must have strong Administrative Support ability with a great work ethic and desire to succeed. Experience in either an RV or new car dealership in an Administrative, Customer Service or Receptionist role is preferred, but we will train the right candidate. Must be computer proficient, detail-oriented with a polished, professional appearance and superior communication skills.

We offer a great work environment, competitive compensation package and room for advancement.

**Responsibilities:**

- Provide support to sales and management team
- Maintain database by entering new and updated customer information
- Prepare source data for computer entry by compiling and sorting information
- Verifies customer account data by reviewing, correcting, deleting or re-entering data
- Complete database backups
- Be a contact for customers who have questions or need assistance
- Maintain confidentiality by keeping customer information protected
- Other tasks, as assigned by management

**Qualifications:**

- Administrative, Sales Support, Customer Service experience
- Dealership experience, a plus
- Detail-oriented
- Professional References
- Pre-employment background check, including drug screening
- Computer proficient
- Ability to work efficiently in a fast-paced, changing environment
- Excellent Customer Service Skills

**Filters:**

- How many years of experience do you have in an Administrative, Sales Support or Customer Service position?
  - Are you computer proficient?
  - Are you interested in a Support Administrator position?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Sales: General Sales Manager****Job Description**

**Are you a Dealership Sales Manager looking to increase your earning potential?  
Do you have a proven track record of successful people management skills and sales growth?**

We are searching for an experienced, General Sales Manager who can motivate and lead a team with integrity. The ideal candidate will have Automotive or RV Dealership Sales Manager experience and knowledge of dealership F&I. Business is busier than ever and has created the need for a true General Sales Manager that knows how to plug into a winning organization. This is an amazing opportunity for the right candidate!

We are a well-established, forward- thinking organization that is committed to building customer loyalty. We pride ourselves on our ability to develop, train, execute, and to produce results.

The General Sales Manager is responsible for planning, organizing, and controlling the activities of the department and in measuring the performance of the employees in the department. In this position, you will work directly with dealership ownership to maximize the overall Sales of the store.

**Responsibilities:**

- Hiring, training and overseeing sales managers
- Establish short and long term goals and sales strategies for the department
- Control unit inventory
- Marketing strategies
- Management of sales plans, marketing plans, ongoing training and development, coaching
- Facilitates the operation of an efficient and effective dealership, while continuing to build a strong customer relationship base

**Qualifications:**

- Minimum of 2 years' experience- Dealership Sales Manager
- Previous Sales experience
- RV experience, a plus
- Strong training skills
- Strong closing skills
- Goal-oriented
- Finance (F&I)experience, a plus
- Good verbal and written skills
- Strong computer skills a must
- Valid Driver's License with clean, insurable, driving record
- Professional references

**WHAT WE OFFER:**

- High traffic location
- Tremendous product & inventory
- Growth opportunities
- Strong reputation
- Aggressive pay plan
- Professional, enthusiastic & supportive working environment.

**Filters:**

- How many years of experience do you have as a dealership Sales Manager or General Sales Manager?

- What brands?
  - Have you been a dealership Sales Manager within the past 3 years?
  - Are you experienced in appraising trades, preparing sales department forecasts and managing vehicle inventory?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Sales: Internet Sales Consultant**

### **Job Description**

Just imagine selling “fun” for a living! We are searching for an Internet Sales Associate for our busy BDC-Internet Department. In this position, you will primarily be responsible for maintaining Business Development Center Internet leads, incoming sales phone calls, and following up on unsold leads. You will also be responsible for working with the sales manager in order to maximize sales opportunities. If you are a ‘people person’ with a knack for sales and customer service, and comfortable communicating via email and over the phone, consider RV Retailing where your job is to sell fun!

### **Essential Job Functions:**

- Monitor and respond to Internet leads from our website and third party sites
- Answer inbound customer sales phone calls
- Determine each customer's vehicle needs by asking the correct questions
- Attend sales meetings to review the status of leads with sales managers

### **Essential Job Skills:**

- Customer-focused and self-motivated
- Aptitude for business math
- Prior Customer-facing, Call Center or Sales Experience
- Strong communication skills
- Excellent computer skills, a must
- Highly organized with attention to detail
- Professional references
- Pre-employment background check

### **Filters:**

- How many years of experience do you have in a customer-facing, call center, business development or Sales position?
- Are you computer proficient and comfortable handling internet sales leads?

- Are you willing to submit to a pre-employment background check, including drug screening?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

## **Sales: Lot Attendant/Porter/Clean-up**

Our dealership is currently seeking an energetic, self-motivated, and organized Lot Attendant. The ideal candidate is someone who is a quick learner, able to work at a fast pace, and can be self-sufficient. Automotive or RV dealership experience is a plus but we will train the right candidate. Candidates must have a valid Driver's License with a clean, insurable, driving record and a polished, professional appearance.

### **Job Description**

The Lot Attendant is responsible for maintaining inventory in an orderly, efficient manner and that all vehicles are maintained clean, presentable and correctly displayed in order to achieve maximum customer satisfaction.

### **Responsibilities include:**

- Move vehicles about the yard and into the shop
- Maintain the overall order and appearance of the lot-keep buildings clean
- Wash the outside of units, if needed
- Records the description of damages and lists missing items on the delivery receipt
- Parks new vehicles in assigned areas; moves sold vehicles to maximize use of space
- Delivers sold vehicles to the prep department

### **QUALIFICATIONS:**

- High School Diploma or GED, preferred
- Polished and Professional Appearance
- Valid Driver's License with clean driving record
- Willingness to learn and multi-task
- Ability and willingness to work outside
- Interest in Lot Attendant position

### **Filter questions:**

- Are you over the age of 18 and able to work in the United States?
  - Do you have a valid driver's license with a clean, insurable, driving record?
  - Are you interested in the Lot Attendant position at this dealership?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Sales: Rental Manager**

### **Job Description**

We are now hiring a Rental Manager for our busy dealership RV Rental Unit Department. The ideal candidate will have previous experience in a supervisory role in fleet management, logistics or vehicle rental. Dealership sales or marketing experience is helpful. You must be polished, professional, and be willing to work flexible hours to accommodate our customers. Must have a valid Driver's License with an insurable driving record!

### **Responsibilities Include:**

- Manage the day to day operation of renting RVs, including supervision of rental staff and oversight of vehicle maintenance.
- Oversees mechanical and technical issues related to vehicles including vehicle repair, preventative maintenance techniques, work shop decisions, hazardous material management solutions, roadside assistance, etc.
- Design marketing campaigns
- Prospect and seek opportunities to affiliate with tourism bureaus
- Assist dealership staff with reporting and accounting function, related to this department
- Coach, train and develop support staff, to build relationships
- Provide constructive performance assessments and direct improvement strategies for employees.
- Maintain a professional atmosphere and respectful relationship with all levels of management, co-workers, staff, and customers.
- Authorize claims and ensure the validity of customer claims, customer returns, and exchanges.
- Ensure the highest level of customer service.

### **Qualifications**

- Experience in automotive/vehicle sales, rental or repair, preferred
- Must have supervisory experience and mechanical understanding of vehicles.
- Suitable combination of education, experience or training will be accepted
- Detail-oriented
- Ability to control costs while maximizing profits

### **Filters:**

- How many years of experience do you have as a supervisor in car sales or rentals?
  - Do you have a valid Driver's License with a clean, insurable driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Sales: Sales Manager**

### **Job Description**

**Are you a Dealership Sales Manager looking to increase your earning potential?  
Do you have a proven track record of successful people management skills and sales growth?**

We are searching for an experienced, Sales Manager who can motivate and lead a team with integrity. The ideal candidate will have Automotive or RV Dealership Sales Manager experience and knowledge of dealership F&I. Business is busier than ever and has created the need for a true Sales Manager that knows how to plug into a winning organization. This is an amazing opportunity for the right candidate!

We are a well-established, forward- thinking organization that is committed to building customer loyalty. We pride ourselves on our ability to develop, train, execute, and to produce results.

The Sales Manager is responsible for planning, organizing, and controlling the activities of the department and in measuring the performance of the employees in the department.

### **Responsibilities:**

- Hiring, training and overseeing sales staff
- Establish short and long term goals and sales strategies for the department
- Control unit inventory
- Marketing strategies
- Management of sales plans, marketing plans, ongoing training and development, coaching
- Facilitates the operation of an efficient and effective dealership, while continuing to build a strong customer relationship base

### **Qualifications:**

- Minimum of 2 years' experience- Dealership Sales Manager/Desk Manager
- Previous Sales experience
- RV experience, a plus
- Strong training skills
- Strong closing skills
- Goal-oriented
- Finance (F&I)experience, a plus
- Good verbal and written skills
- Strong computer skills a must
- Valid Driver's License with clean, insurable, driving record
- Professional references

## **WHAT WE OFFER:**

- High traffic location
- Tremendous product & inventory
- Growth opportunities
- Strong reputation
- Aggressive pay plan
- Professional, enthusiastic & supportive working environment.

## **Filters:**

- How many years of experience do you have as a dealership Sales Manager/Desk Manager?
  - What brands?
  - Have you been a dealership Sales Manager within the past 3 years?
  - Are you experienced in appraising trades, preparing sales department forecasts and managing vehicle inventory?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Sales: Sales Manager RV Experience**

### **Job Description**

**Are you an RV Dealership Sales Manager looking to increase your earning potential?  
Do you have a proven track record of successful people management skills and sales growth?**

We are searching for an experienced, RV Dealership Sales Manager who can motivate and lead a team with integrity. The ideal candidate will have RV Sales manager experience with knowledge of dealership F&I. Business is busier than ever and has created the need for a true RV Sales Manager that knows how to plug into a winning organization. This is an amazing opportunity for the right candidate!

We are a well-established, forward- thinking organization that is committed to building customer loyalty. We pride ourselves on our ability to develop, train, execute, and to produce results.

The RV Sales Manager is responsible for planning, organizing, and controlling the activities of the department and in measuring the performance of the employees in the department.

### **Responsibilities:**

- Hiring, training and overseeing sales staff

- Establish short and long term goals and sales strategies for the department
- Control unit inventory
- Marketing strategies
- Management of sales plans, marketing plans, ongoing training and development, coaching
- Facilitates the operation of an efficient and effective dealership, while continuing to build a strong customer relationship base

### **Qualifications:**

- Minimum of 2 years' experience- Dealership Sales manager/Desk Manager
- Previous RV Sales Manager experience-Required
- Strong training skills
- Strong closing skills
- Goal-oriented
- Finance (F&I) experience, a plus
- Good verbal and written skills
- Strong computer skills a must
- Valid Driver's License with clean, insurable, driving record
- Professional references

### **WHAT WE OFFER:**

- Outstanding reputation
- Tremendous product & inventory
- Growth opportunities
- Aggressive pay plan
- Professional, enthusiastic & supportive working environment.

### **Filters:**

- How many years of experience do you have as an RV dealership Sales Manager?
  - What brands?
  - Have you been a dealership Sales Manager within the past 3 years?
  - Are you experienced in appraising trades, preparing sales department forecasts and managing inventory?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Sales: Walk-through Coordinator, Pre- Delivery Inspection, Delivery Consultant, Product Concierge**

### **Job Description**

We are looking for an outgoing, friendly candidate to perform walkthroughs of units at delivery time with our customers. The ideal candidate will have experience in a customer service or sales position and the ability to provide a demonstration about all the vehicle features in a concise manner.

### **Essential Duties Include:**

- Work closely with the Service and Sales Managers on preparing for final delivery
- Take the purchaser on a final tour of RV by demonstrating use of equipment, components,
- Go through the inspection check-list with the purchaser.
- Ensure all paperwork has been completed.

### **Requirements:**

- Basic shop skills and/or service background
- RV experience or knowledge, a plus!
- High School diploma or GED, preferred
- Customer service experience helpful
- Polished and professional
- Personable
- Good listener
- Pleasant personality
- Attention to detail

### **Filters:**

- Do you have experience in a sales or customer service position?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Service & Prep Center: Director of Fixed Operations**

### **Job Description**

Well established RV dealership with plenty of growth potential, is searching for an experienced Service and Parts professional who can lead the dealership fixed ops departments to achieve targeted goals. The ideal candidate will have several years of experience in automotive or RV dealership service and parts operations and a proven, verifiable, record of success. The dealership Fixed Operations Director oversees not only the service department, but also the parts department and body shop. Fixed operations directors are responsible for the reputation, efficiency and profitability of these departments. We are looking for a professional who can maintain profitability while controlling expenses and maintaining customer satisfaction. As with all positions within our dealership, our Director of Fixed Operations is expected to uphold the highest ethical standards.

### **Job Duties:**

- Preparing an annual operating budget, goals and objectives for each department and monitoring the departments' performance.
- Directing the hiring and training of managers for the service, parts and body departments
- Working with department managers to improve profitability and efficiency
- Creating and maintaining a positive relationship with customers, ensuring that department staff is helpful, as well as making customer satisfaction a priority to ensure referral and repeat business.
- Working directly with customers and warranty clerks to administer warranty claims, as well as understanding and applying warranty guidelines.
- Creating dealership service and pricing policies for approval by the general manager
- Ensuring that service repairs are performed efficiently and correctly by conducting spot checks on jobs

### **Job Requirements**

- Dealership Service and Parts management experience
- Technical knowledge and experience
- National Institute of Automotive Service Excellence (ASE) Certifications, a plus
- RV experience is preferred
- Strong leadership skills
- Great organizational skills
- Excellent communication skills
- Computer proficient
- Professional References

### **Filters:**

- How many years of experience do you have in dealership parts and service operations?
- What brands?

- Do you have experience in a management position?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

## **Service & Prep Center: Lot Attendant, Porter Clean-Up**

Our dealership is currently seeking an energetic, self-motivated, and organized Lot Attendant-Porter for our busy service and prep areas. The ideal candidate is someone who is a quick learner, able to work at a fast pace, and can be self-sufficient. Automotive or RV dealership experience is a plus but we will train the right candidate. Candidates must have a valid Driver's License with a clean, insurable, driving record and a polished, professional appearance. This is a fantastic opportunity for a candidate who wants to learn the RV business.

### **Job Description**

The Lot Attendant-Porter-Clean Up is responsible for maintaining inventory in our service and prep areas in an orderly, efficient manner. You will be responsible for ensuring that all vehicles are maintained clean, presentable and correctly displayed, once completed.

### **Responsibilities include:**

- Move vehicles about the yard and into the shop for service and/or prep
- Maintain the overall order and appearance of the area-keep buildings clean
- Wash the outside of units, if needed
- Records the description of damages and lists missing items on the delivery receipt
- Parks vehicles in assigned areas; moves sold vehicles to maximize space
- Bring vehicles to the prep department, as scheduled
- Clean up and maintain overall appearance of the dealership's service and prep areas

### **QUALIFICATIONS:**

- High School Diploma or GED, preferred
- Polished and Professional Appearance
- Valid Driver's License with clean driving record
- Willingness to learn and multi-task
- Ability and willingness to work outside
- Interest in Lot Attendant-Porter position

### **Filter questions:**

- Are you over the age of 18 and eligible to work in the United States?
- Do you have a valid driver's license with a clean, insurable, driving record?

- Are you interested in a Lot Attendant-Porter position at this dealership?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Service & Prep Center: Service Advisor, Service Writer**

### **Job Description**

We are in immediate need of an experienced, high-achieving Service Advisor. The ideal candidate will have experience as a Service Advisor in either a dealership or high volume auto center. Candidate must have a valid Driver's License with an insurable driving record and must be capable of handling the demand of a very busy Service Department while maintaining the level of quality our customers have come to expect. Previous skilled trade experience in plumbing, HVAC, electrical or carpentry is a plus. RV experience is helpful.

### **Responsibilities:**

- Meet and confer with customers
- Complete Service Orders (ROs)
- Dispatch work to technicians
- Perform time and cost estimates for repair
- Complete and Close Work Order, once repairs have been completed
- Collect Payment from Customers
- Warranty Claims and Liaison between customer and factory, if unit is still under warranty

### **Qualifications:**

- High School Diploma or Equivalent; skilled trade technical training, a plus
- Previous Service Advisor experience -dealership or high volume auto center
- Proven and verifiable track record of success in sales and customer satisfaction
- General knowledge of RVs is helpful
- Must be dependable, friendly, enthusiastic and self-motivated
- Highly organized with superior time management and prioritization skills
- Valid Driver's License with an insurable driving record
- Computer proficient
- Professional References
- Pre-employment background check, including drug screening

### **Filters:**

- How many years of Service Advisor experience do you have in a dealership or high volume auto center?
- Do you have a valid Driver's License with an insurable driving record?
- Do you have knowledge or experience in skilled trades such as plumbing, HVAC, electrical or carpentry?

- If you are selected for an interview, will you be able to provide professional references that can verify your experience?
- 

## **Service & Prep Center: Service Receptionist**

### **Job Description**

We are searching for a Service Receptionist to greet our Service customers with an energetic and inviting attitude. In this position, you are often the ‘face of the dealership,’ as the first person our Service customers come into contact with, in person or over the phone, so you must be polished and professional at all times. Excellent communication skills and the ability to maintain outstanding phone etiquette is a must.

### **Essential Job Functions:**

- Promptly and warmly meet, greet and answer phone calls from customers who are having their vehicle serviced
- Enter customer information into CRM
- Cashier duties
- Provide administrative support to the service department
- May cross train to perform other duties

### **Essential Qualifications:**

- Experience in an administrative, receptionist, cashier or other customer service-oriented position
- Excellent interpersonal, presentation and relationship-building skills
- Strong work ethic and organizational skills
- Must be comfortable handling money
- Ability to effectively communicate with dealership employees and customers alike
- Computer Proficient

### **Filters:**

- How many years of experience do you have in a Cashier, Receptionist, Administrative or Customer Service role?
  - Are you able to work the required schedule for this position?
  - Are you computer proficient?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Service & Prep Center: Tow Truck Driver**

### **Job Description**

We are currently seeking an experienced, Tow Truck Driver with CDL. Previous experience in towing vehicles is required. All candidates must be willing to submit to a pre-employment background check, including drug screening and motor vehicle records. You must be able to provide professional references who can verify your work experience.

### **Responsibilities:**

**Provide High Level of Customer Service-**Respond to call in a timely fashion and provide excellent customer service skills on scene, greeting the customer courteously and with a smile. Show empathy when customers are upset and speak professionally and clearly using active listening skills to determine the nature of the customer's problem.

**Minor Repair-** Determines if an issue is minor, offer minor repair services such reconnecting parts, test and attempt to jump-start a dead battery, inflate a flat tire, swap a flat tire with a spare, or provide enough gas to the customer to get to a nearby gas station. If the customer is locked out of a vehicle, also provide lockout services.

**Towing-** Provide emergency roadside towing services. Must know how to use towing related tools, such as wheel straps, motorcycle straps, safety chains and J hooks, and must appropriately secure a vehicle so that it doesn't suffer damage during transport.

**Administrative -** Tow truckers follow up with their dispatchers regularly to provide status updates, as well as estimated time of arrivals to vehicles, residences, service department. Also completes paperwork, such as a daily log of repair activity.

### **Qualifications:**

- Must have current CDL with a safe, insurable, driving record
- Previous Tow Truck Driver Experience is a must!
- Willing to work full-time, flexible hours
- Professional references
- Pre-employment background and drug screening

### **Filters:**

- Do you have a CDL?
  - Do you have valid Driver's License with a clean, insurable, driving record?
  - How many years of experience do you have as a Tow Truck Driver?
  - If selected for an interview, will you be able to provide professional references who can verify your experience?
  - Are you willing to submit to a pre-employment background and drug screening?
-

## **Service & Prep Center: Unit Cleaner/Detailer, Vehicle Prep (RV Experience)**

### **Job Description**

Business is better than ever and we are in need of Unit Cleaners-Detailers to prep new units for delivery and recondition pre-owned units, as well. Previous experience in an RV or Automotive dealership or detail center is required. Must have a valid Driver's License with a clean, insurable, driving record, and be willing to work a schedule that may include Saturdays. You must be professional, courteous and reliable, at all times.

A Unit Cleaner-Detailer will see a high volume of RVs and therefore, will become familiar with a wide variety of units. We are interested in candidates who are smart, ambitious, reliable and eager to work. We need a Detailer who is thorough and takes pride in his/her work. There is plenty of opportunity for advancement for the right candidate.

### **Job Duties include:**

- Clean the interior of the recreational vehicles, including steam cleaning carpets, dusting, cleaning windows, kitchens and bathrooms
- Wash the exterior of units
- Clean, wax, polish, prep and refurbish new and used units
- Maintain our dealership's standard of excellence in quality and service
- Inspect the vehicles thoroughly
- Maintain the proper function of all tools and equipment
- Report any damage to the supervising manager
- Coordinate work with team members

### **Requirements:**

- Previous Dealership Experience washing and detailing new and used vehicles
- Valid Driver's License with a clean, insurable, driving record
- Organized and willing to fulfill detail requests in a timely manner
- Self-directed; needs minimal supervision
- Ability to work with a team
- Willingness to learn
- Good general health and physical ability

### **Filters:**

- Are you over 18 and eligible to work in the United States?
- Do you have a valid Driver's License with a clean, insurable, driving record?
- Do you have experience washing and detailing vehicles at an RV or Automotive dealership?
- If selected for an interview, will you be able to provide professional references who can verify your work experience?

- Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Service & Prep Center: Accessories Installer**

### **Job Description**

We are looking for Accessory Installers for our busy shop. The ideal candidate is someone who is familiar with RVs and has the capability to install basic components such as vents, wheel caps and other accessory items. You must have a valid Driver's License with a clean, insurable, driving record.

(This job can be an entry-level position for students to start their career in the RV field.)

### **Job Description**

- Accessory installers assist apprentices and journey persons in the installation of major components
- Installs basic RV components such as roof vents, wheel caps, sidewall vents and compartment doors
- Assist technicians in laborious jobs such as slide toppers, awnings, hydraulic leveling systems, generators and hitches
- Exposed to a high volume of numerous kinds of RVs and therefore will become familiar with location of components among a wide variety of units.

### **Qualifications:**

- HS or GED, preferred
- Basic shop skills and/or trade experience
- Previous experience as an Accessories Installer is a plus!
- Reasonable mechanical skills
- Pays attention to detail
- Ability to work independently and able to see the job through
- Ability to work with a team

### **Filters:**

- How many years of experience do you have in repair shop or basic trades?
  - Are you capable of installing basic RV components such as roof vents, wheel caps, sidewall vents and compartment doors?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
-

## **Service & Prep Center: Appointment Setter, Call Center**

### **Job Description**

Well-established RV Dealer is searching for an outgoing, friendly, polished and professional candidate to be an Appointment Setter in our Service Department. We are seeking an individual who has previous experience ideally in a Call Center or Customer Care position who can set appointments for our Service Department. As our Service Department's Appointment Setter, you will communicate with our customers via email and phone to schedule service for their vehicle as well as keeping us in touch with existing clients to ensure that they return for service of their vehicle. Ideal candidates must have a knack for sales and customer service. You must be computer proficient and be comfortable communicating via email and on the phone. You will also be responsible for working with the department manager in order to maximize future opportunities by helping with service customer follow up. If you are friendly, outgoing and have great organizational skills, we invite you to apply!

### **Essential Job Functions:**

- Answer inbound customer phone calls & outbound dialing, as well
- Set service appointments and follow up with service customers
- Determine each customer's needs by asking the correct questions

### **Essential Job Skills:**

- Customer-focused and self-motivated
- Prior Sales, Receptionist, Customer Service or Call Center Experience
- Strong communication skills
- Excellent computer skills, a must
- Highly-organized with attention to detail
- Professional references
- Pre-employment background check

### **Filters:**

- How many years of experience do you have in a customer service, call center or sales position?
  - Are you computer proficient and comfortable communicating with customers via email?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
-

## **Service & Prep Center: RV Technician Apprentice, Entry Level Skilled Trade Experience**

### **Job Description**

Are you a "jack of all trades"? Are you highly skilled in mechanical, plumbing, HVAC, electronics, carpentry, diagnostics or electrical maintenance? Consider a career as an RV Service Technician!!

We are a well-established RV Dealer looking for Recreational Vehicle Service Technicians who have skilled trade experience and general repair skills for busy dealership Service Center. This is a great opportunity to enter into the RV Industry where RV Technicians are always in high demand. Your skills and experience can enable you to earn more!

We offer competitive compensation, an excellent work environment and continuing education and training to enable you to develop your skills in RV repair.

### **What does an RV Technician do?**

The RV Service Technician requires a strong background in maintenance or repair. The successful RV Technician must be dedicated, able to converse with customers and manufacturers, have the ability to diagnose then fix problems, a self-starter, with a focus on quality. The Apprentice Level RV Technician will learn how to repair multiple areas of RVs- and recondition pre-owned units for resale. He Apprentice RV Technician must be willing to complete continuing education and training as an essential component to this position.

### **Essential Job Skills:**

- Ability to diagnose and fix electrical, heating, plumbing, and hydraulic systems
- Construction skills-to repair water damaged units
- Must have own tools appropriate to skill level
- Must have a valid Driver's License with clean, insurable, driving record
- Must have professional references who can verify work experience
- Certification in trade fields such as HVAC, Electrical, Plumbing, are a plus!
- A minimum of 2-5 years of repair experience in one or more of these skilled trades':
  - Boat- Exteriors
  - Boat- Interiors
  - Building Maintenance
  - Carpentry
  - Cars
  - Electrical Systems
  - Fiberglass
  - High and Low Voltage Systems
  - HVAC
  - Hydraulics

- Plumbing
- Propane Systems
- RVs
- Welding

**Filters:**

- Do you have a valid Driver's License with clean, insurable, driving record?
  - Do you have skills and experience in repairing: (Check all that apply)
    - Boat- Exteriors
    - Boat- Interiors
    - Building Maintenance
    - Carpentry
    - Cars
    - Electrical Systems
    - Fiberglass
    - High and Low Voltage Systems
    - HVAC
    - Hydraulics
    - Plumbing
    - Propane Systems
    - RVs
    - Welding
    - None of the Above
  - Do you have training and/or certification in skilled trades?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Service & Prep Center: Assistant Service Manager**

**Job Description**

We are currently seeking a seasoned an Assistant Service Manager to assist our dealership's Service Department to achieve targeted goals. The ideal candidate will have previous experience as a Service Advisor or Technician in one of the following: RV dealership, automotive dealership, commercial truck dealership, boat dealership or high volume auto repair shop. Candidates must be goal-oriented and customer satisfaction-focused. You must have the experience and ability to deliver results. You will be responsible for profitable operation of the service department at maximum production while controlling costs, building a loyal clientele, maintaining good employee relationships, setting and maintaining sales and profit objectives, and maintaining service records.

**Responsibilities include:**

- Responsible for assisting the department manager in managing the production workflow to ensure that profitability, productivity and customer goals are achieved
- Maintain efficient workflow for technicians
- Assist in diagnosis of difficult vehicles
- Recruit, train, motivate, develop and retain qualified employees
- Ensures technicians are working at high levels, delivering quality service while maintaining customer satisfaction
- Allocate and apportion work for all technicians
- Sell Service Work
- Set schedules for technicians and other service personnel
- Review technicians' work for accuracy and completeness
- Deliver quality work on time, every time to the customers
- Respond to all questions, problems and requests in an attentive, helpful and timely manner
- Ensure equipment is well maintained in a safe and clean work environment

**Skills and Experience Required:**

- Must have technical knowledge
- Excellent communication skills
- Customer Service-oriented
- Previous experience selling service work to customers
- RV Industry knowledge, a plus
- Valid driver's license with an insurable driving record.
- Ability to manage and dispatch service work
- Must be able to manage team of technicians
- Professional references to verify experience, expertise and skills

**Filter Questions:**

- How many years of experience do you have in a Dealership Service role?
  - What type of dealership? Check all that apply:
    - Automotive Dealership
    - Boat Dealership
    - High volume auto repair center
    - RV Dealership
    - Truck Dealership
    - None
  - Do you have experience selling service work and interacting with customers?
  - Do you have a valid Driver's License with a clean, insurable driving record?
  - If you are selected for an interview, will you be able to provide professional references that can verify your experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
-

## **Service & Prep Center: RV Registered Technician**

### **Job Description**

We are currently looking for qualified RVIA Registered Technicians who will service and repair vehicles as assigned by following all established standards and procedures. We offer excellent compensation and benefits.

The ideal candidate has at least 1-2 years of experience in RV repair and diagnostics. You must be self-motivated and passionate about fixing mechanical, plumbing, electrical, and maintenance problems and possess strong attention to detail. Experience in a similar work environment, preferred. We will provide relocation assistance to the right candidate!

### **RESPONSIBILITIES:**

- Expertly diagnoses issues based on experience, analysis, and testing after discussing with clients and examining RV to determine nature of problem
- Presents job cost estimates and parts replacement needs/suggestions
- Troubleshoots pneumatic, hydraulic, electromechanical, and electronic problems and performs necessary adjustment, repair, or overhaul
- Completes repairs to water and sewage plumbing, propane gas lines, and electrical wiring as needed
- Removes damaged exterior panels and repairs and replaces structural frame pieces
- Attends all meetings, trainings, and educational classes, as required
- Helps educate/train new staff members
- Performs other duties, as assigned

### **QUALIFICATIONS:**

- RVIA Registered Status
- Minimum 1-2 years of RV repair experience
- Must have advanced diagnostic and repair skills
- Strong attention to detail
- Well-versed in all maintenance and repairs
- Must have own tools appropriate to skill level
- Excellent interpersonal skills and customer service-oriented
- Professional References

### **Filters:**

- What type of Technician are you?
- How many years of experience do you have in RV Repair and maintenance?
- Do you currently hold RVIA Registered status?
- Do you have your own tools appropriate to your skill level?

- Do you have a valid Driver's License with a clean, insurable, driving record?
  - If selected for an interview, will you be able to provide professional references that can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Service & Prep Center: RVDA/RVIA RV Service Technician**

### **Job Description**

#### **RVIA-RVDA CERTIFIED RV SERVICE TECHNICIANS!!!**

Are you a highly-skilled, fully-certified RV Technician with experience and competency in all phases of RV Repair? We are conducting a search for RVIA-RVDA Certified Technicians who have advanced diagnostic and repair skills.

The successful RVIA RVDA Certified Technician must be a self-starter who is dedicated, able to converse with customers and manufacturers alike, and possesses a keen ability to diagnose then fix problems. We are looking for a true professional who is a master at RV repair.

### **Qualifications:**

- MUST BE AN RVIA /RVDA-CERTIFIED TECHNICIAN
- Experience in all aspects of RV repair
- Proficient in electrical, plumbing, heating, A/C Systems and electronics
- Valid Driver's License with a clean, insurable, driving record
- Must have own tools appropriate to skill level
- Must be willing to participate in continuing education and training
- Professional References
- Pre-employment background check, including drug screening

### **Filters:**

- What level tech are you?
  - Do you hold current RVIA RVDA-CERTIFICATION in all aspects of RV Repair?
  - Do you have experience repairing all phases of electrical, plumbing, heating, A/C Systems and electronics of RVs at an RV dealer or RV Service Center?
  - Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience? **Desired answer=yes**
-

## **Service & Prep Center: Service Cashier**

### **Job Description**

We are searching for a Service Cashier to handle service cash and credit card receipts. In this position, you must be polished and professional at all times. Excellent communication skills and the ability to maintain outstanding customer service is a must. Previous cashier or money handling experience is a plus.

### **Essential Job Functions:**

- Answer phones and address needs of service customers
- Enter customer information into CRM
- Cashier duties- balance cash drawer
- Provide administrative support to the service department
- May cross train to perform other duties

### **Essential Qualifications:**

- Experience in a cashier or other customer service-oriented position
- Excellent interpersonal, presentation and relationship-building skills
- Strong work ethic and organizational skills
- Must be comfortable handling money
- Ability to effectively communicate with dealership employees and customers alike
- Computer Proficient

### **Suggested Filters:**

- How many years of experience do you have in a Cashier or Customer Service role?
  - Are you able to work the required schedule for this position?
  - Are you comfortable handling money and balancing cash drawer?
  - If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Service & Prep Center: Service Manager, Automotive**

### **Job Description**

We are currently seeking a seasoned professional who can lead our RV Dealership Service Department to achieve targeted goals. The ideal candidate will have previous experience as a Service Manager in one of the following: RV, Automotive, Commercial Truck or Boat dealership, or a high volume, automotive repair shop. Candidates must be goal-oriented and customer satisfaction-focused. You will be responsible for ensuring the profitable operation of the service department at maximum production while controlling costs, building a loyal clientele,

maintaining good employee relationships, setting and maintaining sales and profit objectives, and maintaining service records. We offer an excellent compensation package and supportive management team in a professional work environment. This is a great opportunity to advance your career.

**Responsibilities include:**

- Responsible for managing the production workflow to ensure that profitability, productivity and customer goals are achieved
- Using informational tools and software systems to maintain and efficient workflow for automotive technicians
- Assisting in diagnosis of difficult vehicles and uses such knowledge to further train and develop staff
- Recruiting, training, motivating, developing and retaining qualified employees and has ensures technicians are working at high levels, delivering quality service and customer satisfaction
- Allocating and apportioning work for all technicians and Service Advisors
- Scheduling technicians and ensuring appropriate coverage to meet customers' needs
- Reviewing technicians' work for accuracy and completeness
- Delivering quality work on time, every time to the customers to ensure long term growth in sales and profits
- Responding to all questions, problems and requests in an attentive, helpful and timely manner
- Ensuring equipment is well maintained and maintaining a safe and clean store environment.

**Skills and Experience Required:**

- Must have technical knowledge
- Excellent communication skills
- Customer Service-oriented
- Previous Dealership Service Manager Experience- Required!
- Valid driver's license with an insurable driving record.
- Experience managing and dispatching service work
- Must be able to motivate service team of technicians and writers
- Professional references to verify experience, expertise and skills

**Filters:**

- How many years of experience do you have as a Dealership Service Manager?
- What type of dealership?
  - Truck Dealership
  - RV Dealership
  - Automotive Dealership
  - Boat Dealership
  - High-volume automotive repair center

- None
  - Do you have a valid Driver's License with an insurable driving record?
  - If you are selected for an interview, will you be able to provide professional references that can verify your experience?
  - Are you willing to submit to pre-employment background check, including drug screening?
- 

## **Service & Prep Center: Service Manager, RV Dealer Experience**

### **Job Description**

We are currently seeking a seasoned, dealership service management professional who can lead the RV Dealership Service Department to achieve targeted goals. The ideal candidate will have previous experience as a Service Manager in an RV dealership. Candidates must be goal-oriented and customer satisfaction-focused.

You will be responsible for ensuring the profitable operation of the service department at maximum production while controlling costs, building a loyal clientele, maintaining good employee relationships, setting and maintaining sales and profit objectives, and maintaining service records.

### **Responsibilities include:**

- Responsible for managing the production workflow to ensure that profitability, productivity and customer goals are achieved
- Maintain efficient workflow for technicians
- Assist in diagnosis of difficult vehicles
- Recruit, train, motivate, develop and retain qualified employees
- Ensure technicians are working at high levels, delivering quality service; maintain customer
- Allocate and apportion work for all technicians
- Sell Service Work
- Set schedules for technicians and other service personnel
- Review technicians' work for accuracy and completeness
- Deliver quality work on time, every time to the customers
- Respond to all questions, problems and requests in an attentive, helpful and timely manner
- Ensure equipment is well maintained in a safe and clean work environment

### **Skills and Experience Required:**

- Must have technical knowledge
- Excellent communication skills
- Computer proficient
- Knowledge of manufacturer warranty programs
- Ability to manage parts inventory

- RV Dealership Service Manager -required
- Service Department Sales Experience
- Valid driver's license with an insurable driving record
- Experience managing and dispatching service work
- Must be able to manage team of technicians
- Professional references to verify experience, expertise and skills

**Filter Questions:**

- How many years of experience do you have as a Dealership Service Manager?
  - What type of Dealership? (Check all that apply)
    - Automotive Dealership
    - Boat Dealership
    - High volume Automotive Repair Center
    - RV Dealership
    - Commercial Truck Dealership
    - None
  - Do you have a valid Driver's License with a clean, insurable driving record?
  - If you are selected for an interview, will you be able to provide professional references that can verify your experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
- 

**Service & Prep Center: Service Runner**

**Job Description**

Well established RV Dealer has an immediate, entry level opening for a Service Runner. In this position, you will be a "jack of all trades," as you will assist in daily operations such as moving vehicles for service customers, maintaining clean service area, greet customers and shuttle them to work or home, as needed. The ideal candidate will be polished and professional at all times with a great work ethic and attendance record. You must have a valid Driver's License with a clean, insurable, driving record. This is a great opportunity with room for advancement.

**Responsibilities:**

- Greet customers
- Drive vehicles in and out of the service garage area
- Tag, wash and pull customer cars up front for them
- Pick up and keep service area clean
- Fuel vehicles
- Shuttle customers to work and home, if needed
- Assist detail department during peak times

**Qualifications:**

- Ability to operate and move vehicles including travel trailers, fifth wheels and motorhomes
- CDL a plus
- Must demonstrate outstanding customer service skills
- Valid Driver's license and acceptable driving record
- This position requires the ability to bend, kneel, walk and stand for long periods of time in all types of weather conditions.

**Filters:**

- Do you have a valid Driver's License with a clean, insurable, driving record?
  - Are you willing to submit to a pre-employment background check, including drug screening?
  - Are you over 18 and eligible to work in the US?
- 

**Service & Prep Center: Service Valet, Greeter****Job Description**

We are seeking a motivated individual for an entry level position with unlimited potential for advancement. Self-starters and go-getters who possess a solid work ethic, take pride in their work and who are looking for a successful career path are welcome to apply.

In this position, you will be assisting Service customers by providing valet service to them as they approach the service lane. You will greet customers; direct them to the service write up area and park their car in the appropriate spot. You will also pull their car up to the door, when they return after service has been completed.

**ESSENTIAL DUTIES:**

- Picks up vehicles from and delivers vehicles to customers as directed by management.
- Starts vehicles and reports any problems or concerns.
- Keeps vehicles fueled.
- Ensures that required forms/stickers have been completed and are properly displayed.
- Has reliable attendance on scheduled work days.
- Other duties may be assigned as necessary.

**QUALIFICATIONS:**

- Must possess a valid driver's license with clean, insurable, driving record
- Previous Valet or Car Parking experience, a plus
- Polished and professional
- Pre-employment background check, including drug screening

**Filters:**

- Do you have a valid Driver's License with a clean, insurable driving record?
  - Are you willing to work outside?
  - Are you willing to submit to a pre-employment background check?
- 

**Service & Prep Center: Tire Technician****Job Description**

We have an immediate opening for a Tire Technician. The ideal candidate will be experienced in tire and wheel installation and have a valid Driver's License with a clean, insurable, driving record.

**Job Duties:**

- Responsible for proper installation of wheels and tires, balancing wheels, checking for correct fit, rotating tires and repairing damaged tires as necessary.
- Perform wheel and tire installations, balance wheels, check for correct fit, rotate tires and repair damaged tires in accordance with proper procedures.
- Ensure required paperwork before and after work is performed is complete and accurate when installing any product on a vehicle.
- Ensure that customer vehicles are treated with great care. Vehicles must be returned to the customer in the same or better condition than when they arrived.
- Coordinate delivery activities with showroom personnel.
- Coordinate with service department personnel to ensure shop area is clean, organized and safe.
- Follow proper safety and installation measures.

**Qualifications:**

- Must have experience with changing tires in a repair shop
- Experience with wheel and tire balance, tire rotation and repairs
- Valid Driver's License with a clean, insurable, driving record
- Pre-employment background check, including drug screening
- Professional references

**Filters:**

- What type of technician are you?
- How many years of experience do you have in an auto repair facility?
- Do you have a valid Driver's License with a clean, insurable, driving record?
- Are you willing to submit to a pre-employment background check, including drug screening?

- If selected for an interview, will you be able to provide professional references who can verify your work experience?
- 

## **Service & Prep Center: Unit Cleaner, Detailer Vehicle Prep**

### **Job Description**

Business is better than ever and we are in need of Unit Cleaners-Detailers to prep new units for delivery and recondition pre-owned units, as well. Previous experience in a dealership or detail center is a plus, not required. Must have a valid Driver's License with a clean, insurable, driving record, and be willing to work a schedule that may include Saturdays. You must be professional, courteous and reliable, at all times.

This job can be a great entry-level position for students, to start their career in the RV field.

A Unit Cleaner will see a high volume of RVs and therefore, will become familiar with a wide variety of units. There is room for advancement for a candidate who is smart, ambitious and works hard.

### **Job Duties include:**

- Clean the interior of the recreational vehicles, including steam cleaning carpets, dusting, cleaning windows, kitchens and bathrooms
- Wash the exterior of units
- Clean, wax, polish, prep and refurbish new and used units
- Maintain our dealership's standard of excellence in quality and service
- Inspect the vehicles thoroughly
- Maintain the proper function of all tools and equipment
- Report any damage to the supervising manager
- Coordinate work with team members

### **Requirements:**

- Previous experience a plus-not required
- Valid Driver's License with a clean, insurable, driving record
- Organized and willing to fulfill detail requests in a timely manner
- Ability to work with a team
- Willingness to learn
- Ability to work with limited supervision and able to see the job through
- Takes pride in work
- Good general health and physical ability

### **Filters:**

- Are you over 18 and eligible to work in the United States?
- Do you have a valid Driver's License with clean, insurable, driving record?

- Are you willing to submit to a pre-employment background check, including drug screening?
- 

## **Service & Prep Center: Warranty Clerk Administrator**

### **Job Description**

Well-established and reputable RV dealership is currently looking for an experienced, Warranty Administrator. The Warranty Administrator oversees all activities concerned with warranty processing and promptly submits manufacturer and after-market warranty claims and the resulting collection of all warranty revenues. This position is important to the overall cash flow and profitability of the dealership and we need a detail-oriented candidate who can manage warranty processing effectively.

### **Job Description**

- Communicates with manufacturers on warranty claims
- Estimate repair hours
- Obtain manufacturer approval for each claim
- Invoice manufacturer for all authorized warranty work
- Communicate with service department on the status of the warranty claim
- Review every warranty repair order for completion, accuracy and legibility
- Analyze problems and identify trends to develop strategies for maximizing claim process

### **Qualifications:**

- High school diploma
- Previous experience in dealership Warranty Processing
- RV Warranty Experience is a plus
- Basic RV knowledge is an asset
- Ability to effectively communicate verbally and in writing
- Ability to confront and resolve difficult customer service situations
- Professional appearance
- Demonstrated customer service skills
- Ability to read and comprehend written instructions and information
- General knowledge of automotive parts and vehicle mechanical operations
- Pre-employment background check, including drug screening
- Professional references

### **Filters:**

- How many years of experience do you have as a dealership Warranty Administrator?
- What brands?
- Are you computer proficient?

- If selected for an interview, will you be able to provide professional references who can verify your work experience?
  - Are you willing to submit to a pre-employment background check, including drug screening?
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## **Service & Prep Center: Shop Foreman/Dispatcher**

### **Job Description**

Busy RV Dealer is currently looking for a Shop Foreman-Dispatcher for our high volume service department. The ideal candidate is either an experienced, RV Technician that is ready to take the next step or a Shop Foreman looking for an opportunity to advance. We are a quality dealer with a state-of-the-art facility and a great management team.

### **Responsibilities of this position include:**

- Perform pre and post work inspections to ensure work quality
- Perform diagnostics, as needed to ensure accurate diagnosis
- Assist and backup the Service Manager with customer service and communication, when necessary
- Provide technical information to technicians, as needed
- Perform test drives to verify repairs
- Ensure that shop equipment is cared for and maintained
- Manage work flow to meet daily, weekly and monthly goals

### **Job Requirements:**

- RV and/or Skilled Trade Technical Experience and strong diagnostic skills, a must!
- Excellent communication skills
- Valid Driver's License with clean, insurable, driving record
- Shop Foreman Experience, a plus

### **Filters:**

- How many years of experience do you have as an RV Technician or skilled trades?
- What type of experience? Check all that apply.
  - RV Technician
  - RV Service Manager
  - Plumbing
  - Electrical
  - HVAC
  - Fiberglass
  - None of the above
- Do you have a valid Driver's License with a clean, insurable, driving record?
- If selected for an interview, will you be able to provide professional references who can verify your previous work experience?

- Are you interested in a Shop Foreman position?
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