

Job Title:	Remarketing Specialist	Date:	5/24/2018
Reports To:	Manager, Vehicle Remarketing	Business Unit/Location:	Union Leasing, Inc., Schaumburg, IL
Direct Reports:	N/A	Department:	Vehicle Remarketing
FLSA:	Non-Exempt	Written By: Glenn Brosius	Allison Donlon / David Huizinga

Job Description

SUMMARY

The Remarketing Specialist is responsible for the sale of off-rent vehicles with the objective of obtaining the highest resale prices within established turn-around times. Key responsibilities include effectively interfacing with vendors and vehicle remarketing channels, generating, analyzing and disseminating key data and reports and providing support as necessary to meet remarketing goals and objectives and optimize outstanding customer service to both internal and external clients.

ROLE AND RESPONSIBILITIES

Remarketing Vendor Management: Interface effectively with vendors and vehicle remarketing channels to manage sale of off-rent vehicles to ensure established turn-around times and to maximize resale prices.

- Manage vendors for the timely pick up and sale of units assigned to auctions.
- Assist Remarketing Manager in maintaining the established network of auctions, dealers, internet sales, and other vehicle remarketing channels, addressing any performance deficiencies and process exceptions.
- Assign vehicles to vendor outlets to obtain the best return.

Remarketing Process Management: Generate, analyze and disseminate key data and reports and provide support as necessary to meet remarketing goals and objectives and optimize outstanding customer service to both internal and external clients.

- Evaluate vehicle condition reports and market conditions to determine the correct floor price for each vehicle.
- Provide resale estimates, vehicle pickup status, sale status, fair market values and consultation to clients/Union's Customer Service Department as requested.
- Assist/provide feedback on performance of vendor network and Remarketing department.
- Assist with staging and pricing vehicles at auctions.
- Approve or counter bids received from potential buyers.
- Maintain the AUTOIMS software and data entry in Order System.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School diploma or GED required, Bachelor's degree in Business Administration a plus.
- Minimum of 2-4 years of automobile remarketing/fleet industry experience required. Fleet Management experience strongly preferred.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Duties, responsibilities and activities may change at any time with or without notice.

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SKILLS

- Proficiency in Microsoft Office Suite
- Must be detail-oriented and have a strong attention to detail
- Strong verbal and written communication skills, with a strong customer service orientation.
- Ability to clearly communicate the conclusions from analyses.
- Strong modelling and analytical skills.
- Strong Mathematics skills required; ability to add, subtract, multiply, and calculate percentages
- Ability to provide sound problem solving and critical thinking with minimal supervision
- Ability to gather and analyze remarketing data
- Working knowledge of automobiles
- Ability to take ownership of multiple activities, while achieving results in a fast-paced environment
- Ability to work effectively in a team environment, but also have a willingness to independently make decisions, exercise judgment, and have responsibility for them, while only having partial, ambiguous, or incomplete information
- Willingness to learn and adapt to change

PHYSICAL DEMANDS

- Ability to walk parking lot and inspect vehicles, as well as enter and exit vehicles safely.
- Ability to travel to auction locations.
- While performing the duties of this job, the employee is regularly required to walk, talk or hear.

WORK ENVIRONMENT

- The job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- The job will also require some work outside in varying weather conditions.

Allison Donlon's email content of 5/22/18

Hi everyone,

Please see attached position description I just put together for Express' Remarketing Specialist opening. It is slightly updated from an older version Union Leasing was using...please advise if you feel it may need any updating. Also, we had matched this to a pay grade 7, which has the below salary range.

Pay Grade	Min	Mid	Max
7	37,888	51,200	64,512

Please note the following for this role:

- Classification: Non-Exempt
- STI target of 10% with 20% financial/80% individual weightings

I did set up time for us to discuss recruitment strategy for Thursday.

Thank you!

Allison Donlon | Human Resources Manager | Sasser Family Holdings, Inc.

Office: 847.330.6251 | Mobile: 920.912.7267 | Fax: 847.240.5242 | Email: allison.donlon@sfhsinc.com | Website: www.sfhsinc.com
Sasser Family Holdings, Inc. | 800.517.0455 | 425 N. Martingale Road, 8th Floor | Schaumburg, IL 60173 | USA