



Position Description

Job Title: Repossession Lot

Job Code: TBD

Salary Grade: TBD

Department: Repossession

Reports To: Repo Manager

FLSA Status: Non-Exempt

Date: May 2022

Summary: Responsible for preparing public sale vehicles for the Repossession Sale.

Duties and Responsibilities:

1. Coordinates with office to transport vehicles to Recon
2. Ensures all sale vehicles are labeled with proper stickers
3. Acts as a Lane Leader on sale day
4. Responsible for tracking and lining up vehicles in sale and ensuring they are safe to drive
5. Coordinates with office regarding tows and repairs
6. Responsible for all Repo vehicle keys
7. Puts gas in all sale vehicles
8. Performs other related duties as assigned.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Exceptional verbal and written communication skills; ability to express information clearly.
2. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
3. Ability to work independently as well as in a group setting.
4. Ability to troubleshoot problems, evaluate options and implement solutions.
5. Ability to analyze information and make effective decisions.
6. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
7. Conflict resolution skills.
8. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates and Licenses:

- A Valid driver license is required of every Akron Auto Auction employee, along with an insurable driving record.
- Mechanical Certification is preferred.

Education and Experience:

High School Diploma or general education degree (GED) along with three-to-five-year related experience or training; or equivalent combination of education and experience.

To perform this job successfully related experience in the auto industry is necessary.

Equipment Used:

- Scanners
- Cameras
- Tablet
- Floor jack/stand
- Impact drill
- Jump-box

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
3. Occasionally lifts 30+ pounds.
4. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles and cleaning machines.
5. These tasks are performed Monday, Tuesday, Wednesday, Thursday, and Friday.
6. Exposure to extreme conditions in outdoor weather while working on company grounds and with vehicles.
7. Occasional exposure to toxic or caustic chemicals.

Performance Indicators:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance of Responsibility:

I, _____ have reviewed the above job description and fully understand the conditions set forth therein, and as employed as the _____, I will perform these duties to the best of my knowledge and abilities.

Employee Signature

Date