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# Example of Attendant Job Description

Our company is growing rapidly and is looking for an attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for attendant

* Provides general upkeep of the Scale House
* Completes all administrative tasks including regular filing, and completes required reports
* Keeps immediate supervisor fully informed of all problems or matters requiring his/her attention
* Attends company sponsored training and meetings as directed
* Performs other duties as assigned, including data entry and minor customer service responsibilities
* Approaches all encounters with employees, customers and vendors in a friendly, service oriented manner
* Completes visual vehicle inspections to obtain an accurate assessment of the vehicle in the form of a detailed and well-written report and taking pictures of visible damage on the vehicle
* Completes accurate Condition Reports or a combination of Condition Reports and ramp inspections
* Responsible for taking photographs of vehicles for remarketing, downloading the pictures to the computer and entering new data in an accurate and timely manner
* Ensures vehicles meet acceptable standards by understanding, enforcing and facilitating the specific programs, rules and guidelines as established by the auction

## Qualifications for attendant

* Must possess 1-2 years of esthetics experience
* Must be hold valid Aesthetician or Cosmetology license as licensed by the Nevada State board of Cosmetology
* Able to stand and walk for extensive periods of time
* Able to walk stairs one flight up and down
* Ability to lift, reach, stretch, bend and use a platform ladder
* Able to lift heavy bags and push and pull bins