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# Example of Auto Auction Job Description

Our company is growing rapidly and is hiring for an auto auction. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for auto auction

* Training associates how to buff vehicles by applying dressing to engine compartment, wheels, wheel wells and tires, vinyl tops, Apply compound, cleaner and/or polish to vehicles interior, and buff out using a rotary buffer (or by hand as necessary)
* Removing license plates and stickers, and disassembling spare tires in trunk
* Washing vehicles using a high-pressure washer and/or automatic car wash equipment
* Cleaning doorjambs, sills, interior panels, wheels, tires, hub caps and/or wheel covers, wheel wells, moldings, bumpers, head and taillights, exterior panels, trunk, hood, and interior and exterior windows
* Vacuuming interior, scrub, shampoo and spot clean carpet and upholstery
* Cleaning glove box making sure that warranty booklet, owner's manual and other manufacturer issued information is returned
* Ensuring adequate key management processes (only give a vehicle key to the person listed on the gate release form)
* Executing a plan to grow all assigned accounts while finding new accounts
* Servicing accounts in person, via phone and e-mail, looking for additional opportunities
* Addressing any customer service issues and escalating to management as necessary

## Qualifications for auto auction

* Previous experience in car wash or buffing experience helpful
* Regularly required to stand, walk, reach, and stoop
* Ability to use power washer and other power tools, detail equipment tools
* Previous experience in the armed services or security is a plus
* Minimum of 5 years experience as a remarketer of vehicles in a wholesale auction environment and/or remarketing operations, achieving targeted results, and reporting outcomes
* Vehicle/collateral valuation, and identifying and effecting timely cost-effective reconditioning