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# Example of Dealer Specialist Job Description

Our company is looking for a dealer specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for dealer specialist

* Work with Management team to support training and development of all members of the Lincoln team
* Develop a culture that embraces One Ford values
* Facilitate learning via classroom instruction and webinars
* Arrives at least 30 minutes prior the classroom training and (15 minutes prior for WebEx delivery) to test equipment and prepare the room
* Assist Account Executives to deliver income development training to dealerships
* Partner with the DP&S account teams to identify customer training needs and deliver training to dealership personnel
* Deliver F&I menu training
* Evaluate existing and emerging instructional trends, tools, and techniques for applicability within the Dealership Training group
* Assist AE's in acquiring new accounts by participating in Blueprints, proposals and launches
* Consult with account teams and customers to improve training and dealership performance

## Qualifications for dealer specialist

* Converting quotes into Oracle and confirming the order with customers to ensure accuracy, to obtain any special instructions regarding the order or delivery requirements
* Proactively ensuring that orders move through the system efficiently and working cross-­‐functionally to troubleshoot any order-­‐related issues that may arise
* Maintain industry, product, and competitor expertise
* Ensure that the training service provided is a clear differentiator to DP&S competitors
* Participate in the sale of P&C products as required
* High level of accountability and ability to effectively prioritize tasks