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# Example of Dealer Specialist Job Description

Our innovative and growing 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

* Ensure that incoming paperwork is filled in completely
* Ensure timely communications on account statuses are given to management and account representatives in a timely manner
* Ensure turn around and volume quotas are met on a monthly basis
* Ensure quality metrics are met on a monthly basis
* Answer incoming telephone requests
* Ensure that reporting to management is done within prescribed timelines
* Perform any other task assigned by management
* Processing all fax and email orders
* Able to deal up to £50K
* Review every single online order that comes into the system against limit exposure, updates to values per notes and client calls, communication with the position keeper on orders feeding into their position and ensure all AAA client/special requirements are adhered to

## Qualifications for dealer specialist

* Join a company dissatisfied with the status-­‐quo and set on redefining how people think about work
* Ability to work with PC applications
* Wealth Platform experience preferred
* Must be a team player with an ability to work independently with minimal supervision
* Experience with Excel and Access are a plus
* Advanced knowledge of lending products and services that result in successfully assessing and identifying quality control initiatives