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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

* Provision of our online daily rate updates and client specific daily email communications
* Reopening and amending deals, processes client refunds, contras and reissues
* Daily communications to the Dealing team to manage settlement breaches, maturing forwards, TBA’s and reallocates
* May act as backup support for other Operations units as needed
* Manage marketing show truck supplier content funding, managing supplier funding for marketing events in a supporting role
* They include investigating the status of existing store orders and/or creating emergency orders on behalf of stores in AOM
* Prepare and present a compelling case for change at the dealer, TM, and Distributor level
* The Dealer Quality Specialist I shall be responsible for conducting monthly reviews on dealers to detect and report inconsistencies or possible inaccuracies in stated employment and income not detected during the application or the funding process
* Execute approved legal strategies
* Works cross-functionally with Sales Team and Legal Dept

## Qualifications for dealer specialist

* Knowledge of lending policies, procedures, practices and documentation
* Two (2) years in the auto-finance field required including knowledge of the industry
* Excellent communication, negotiation, sales and closing skills is a must
* Highly motivated and inspiring including ability to be innovative and creative
* Strong PC skills including Microsoft Office, PowerPoint and Excel
* Ability to work within a team environment and delegate tasks