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# Example of Dealer Specialist Job Description

Our growing company is searching for experienced candidates for the position of 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

* Process invoices and maintain department spending/budget records
* Perform project management duties for assigned projects involving collaboration with others
* Assist in the execution of events being supported by the department
* Produce reports and communications promoting programs/progress/accomplishments to stakeholders
* Collaborate with other marketing team members and provides support for marketing projects as needed
* Administer content and fulfillment of marketing kits for new dealers
* Administer ordering, warehousing and fulfillment of dealer support materials
* Manages all aspects of the Customer Care dealer database and contract administration on the Internet accessed Product Registration and Warranty System
* Manages warranty labor rate database, allowable parts purchases, parts pricing calculations and program participation to ensure proper warranty reimbursement and program categorization within RLC and SWS Divisions
* Writes, creates, and maintains Customer Care policy manuals, including Customer Care department operations manual

## Qualifications for dealer specialist

* Three (3) plus years in the auto-finance field required including knowledge of the industry
* Ability to exercise discretion and judgment to make sound decisions
* Basic Microsoft Office Suite knowledge
* Ability to communicate complicated scenarios to individuals via various forms of communication
* Ability to input data into multiple administrative systems
* Advanced degrees, JD or MBA degree – preferred