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# Example of Warranty Clerk Job Description

Our company is looking for a warranty clerk. 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 warranty clerk

* Manage manual claims process to vendors
* Process parts grams and manual action grams
* Processes all warranty paperwork to ensure proper documentation and verifying criteria required by factory or distributor
* Notifies management of any deviations, and corrections required, and works closely with the service team to ensure the integrity of the repair orders
* Keeps abreast of all factory recalls and announcements
* Reconciles all warranty receivables and works with the accounting department to obtain payments
* Follows up on payment of outstanding claims, reporting anything that requires an escalated issue, contacting the warranty help lines, rep
* Assists with any clerical duties as needed
* Responsible for entering, balancing and reporting of Freightliner Warranty credits and chargebacks
* Assist Senior Credit Coordinator in entering and balancing other warranty credits to meet month-end deadlines

## Qualifications for warranty clerk

* Ability to accept additional tasks, duties and/or direction from management
* Requires some bending, climbing, and kneeling in order to take photographs of various areas of an RV
* One year of RV experience preferred but not required
* Applicants must have both inbound and outbound call experience
* Experience with an RTA maintenance program is a huge plus
* HVAC industry experience is a plus