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# Example of Warranty Clerk Job Description

Our company is looking for a warranty clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for warranty clerk

* Support to the Maintenance and Engineering teams
* Coordinating the ordering, shipping and tracking of all parts
* Review all warranty paperwork to ensure proper documentation and verifying criteria required by factory and/or distributor
* Ensure cores / parts are being returned to the store for labelling and dispatch
* Review, generate and disseminate Warranty KPIs and identify and propose opportunities to improve
* Coordinating the ordering, shipping and tracking of all parts in ensuring the correct warranty classification is assigned
* Supports claim processing to vendors
* Conducts research and adds supporting documentation to claims
* Keys warranty claims to vendors when required
* Process parts grams and manual action grams when required

## Qualifications for warranty clerk

* CDK and automotive service experience preferred
* Previous accounting experience beneficial
* Strong critical thinking and analyzing skills
* Ability to coordinate and organize tasks
* High school diploma or general high school education required
* Intermediate level MS Office and Windows skills, strong oral and Written communication skills, follow-up skills and attention to detail, data entry skills with speed and accuracy, and the ability to work effectively as part of a team environment