



Example of Vehicle Specialist Job Description

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Our innovative and growing company is looking to fill the role of vehicle 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 vehicle specialist

- Responsible for coordinating the purchase and receipt of third party supplier items, as required
- Responsible for performing simple diagnostics and vehicle maintenance on customer vehicles such as oil changes, brakes, suspension, tire rotation, vehicle alignment
- Assist with effectively and efficiently parking customer vehicles
- Lead and support PEER reviews of controls subsystem (Participate, Present)
- Work with the Publications and Merchandising Manager in the planning, development and production of Subaru brand and carline materials, including but not limited to, vehicle still and action photography, running footage, long and short format video content, product and in-vehicle technology awareness videos such as 'How To' videos, interactive digital content and modules, long and short format print such as showroom and pre-launch brochures, posters
- Help to develop creative execution of awards and accolades (IIHS, KBB,), news, and emerging technologies, such as EyeSight and STARLINK by working closely with respective area managers and specialists for each project
- Coordinate and communicate asset assessment needs and distribution of all platforms and their respective agency partners, meeting all deadlines
- Interface with the marketing partner agencies by following mandatory protocols and approved templates to ensure optimal communication and performance by all parties on various projects

- Oversight and coordination of full model lineup in Virtual Garage environment

Qualifications for vehicle specialist

- On a weekly basis and working with known carline and mix production constraints the individual will reconcile and schedule dealer orders into the production process
- Provide ordering support to NAR Marketing, NAR Product, the Markets and other functions for auto show, press and training vehicles
- Assist Category and Product Leaders in long range plan development, P&L and yearly operating plan, making sure their portfolios are adequately supported with adequate rapid response opportunities
- Bachelor's degree in Business, Engineering or related field is required
- Three to five years business experience in a sales, marketing, product management/product development, or engineering function
- Have excellent organizational and time management to maintain work volume