



# Example of Warranty Administrator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of warranty administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for warranty administrator

- Knows the product well enough to answer characteristic and operational questions regarding the customer's vehicles
- Provides prompt response to customer warranty inquiries
- Maintains jobs for warranty including opening of jobs, preparing and releasing quotations, and assigning system P.O
- Prepares customer and internal claims, process customer credits
- Distribute and follow up on Service and Safety bulletins
- Prepares and maintains documents, drawings and specifications to provide with work order
- Creates job cost estimates
- Completes pertinent data collection and reporting as required by manufacturer procedure
- Enters data for all failure and test reports and non-conformances in warranty claim
- Open and maintain new unit jobs, create warranty registration cards in Sales Tools

## Qualifications for warranty administrator

- Computer Literacy MS Word, MS Excel, -essential
- Professional or soft Phone skills
- Assist with part tear downs
- Coordinate vendor recovery

- Communicate with various field reps