



# Example of Warranty Clerk Job Description

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Our company is growing rapidly and is looking to fill the role of 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

- Assist in Warranty month-end close
- Assist with warranty collections
- Assisting Service Advisors in costing repair orders in a timely manner
- Ensuring correct accounts are selected for internal charging and sending statements of accounts to account customers and internal departments
- Ensuring cash invoices are banked and accounted for
- Creating computer generated purchase orders for sub-contractors as instructed
- Ensuring all repair orders are filed and stored in a professional manner & that good dealership auditing procedures are maintained
- Assisting with entering service related information onto internal computer systems
- Assisting the Service Department with completion of warranty audits
- Process all warranty claims in a timely and professional manner

## Qualifications for warranty clerk

- Ability to maintain Mine Safety & Health Administration (MSHA) certification
- Basic PC proficiency including Outlook, Word, Excel, and PowerPoint required
- Good phone skills required
- Requires bending, climbing, and kneeling in order to take photographs of various areas of an RV

- Organizational Skills – Must be able to maintain the personnel files of all night shift employees, whether stored physically or digitally