Commercial Account Coordinator

Job Description:
This position is responsible for working closely with accounts to coordinate vehicles for sale, review work performed, ensure appropriate & timely sale line-up, and ensure effective operational flow.

Job Responsibilities:
- Manage account relationships, maintaining effective communications and ensuring customer requirements are met.
- Review and update condition report; approve and audit vehicle repair report.
- Walk vehicles with account representative and make recommendations for reconditioning to increase vehicle value.
- Respond to customer inquiries relating to vehicles. Provide quality service and assist in resolving problems.
- Communicate with Lot Operations and Recon departments to ensure appropriate movement of vehicles to the shops and ensure timely completion of reconditioning.
- In coordination with account representative, account administrator, and account specific procedures prepare sale vehicle run process including run order, scheduling, notice to customer account, etc.
- Work with lot operations and quadrant coordinators to ensure appropriate scanning and organization of account vehicles.
- Review vehicles in sale line up, locate missing vehicles, and work with account representative to ensure vehicles are ready for sale.
- Visibly demonstrate safety commitment by following all safety and health procedures and modeling the behaviors related to such. Actively participate in support of all safety activities aligned with Safety Excellence.
- Perform other duties as assigned by management.

Qualifications:
- High School Diploma or equivalent required.
- Prior experience in vehicle reconditioning, general auto body knowledge, etc. helpful.
- Valid Driver's License and safe driving record required.
- Ability to drive vehicles with standard and automatic transmission.
- Satisfactory computer skills and the ability to utilize a portable terminal, brick, etc. preferred.
- Effective communication and organization skills required.
- Commitment to providing excellent customer service essential.

Application times are: Mondays, Tuesdays or Thursdays between the hours of 9am and 12noon.

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