



Position Description

Job Title: Repo Condition Report Writer

Job Code: *TBD*

Salary Grade: *TBD*

Reports to: Repo Operations Supervisor

FLSA Status: Nonexempt

Department: Check-In

Date: October 25, 2022

Job Summary: This position is primarily responsible for conducting visual condition reports for appropriate vehicles, records necessary information for buyer's confidence when purchasing vehicle(s) and protects the buyer(s) from conditions that nullify sales under national arbitration policies.

Primary Responsibilities:

1. Inspects vehicles toughly and accurately to identify and diagnose issues.
2. Analyzes the condition and features of vehicles to identify the damage to interior and exterior as well as any previous body damage and/or repairs.
3. Enters accurate vehicle details into template to generate Vehicle Condition Reports (CR).
4. Serves as third party inspector to provide objective descriptions of vehicle conditions to sellers.
5. Coordinates vehicle photographs to accurately display features and conditions.
6. Follows and completes items from the Inspection Checklist.
7. Assists in the removal, boxing, storage, and proper disposal of personal property from repossessed vehicles.
8. Performs other related duties as assigned.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Knowledge of mechanical and aesthetic automobile conditions.
2. Ability to work with computers, mobile phones and the internet.
3. Exceptional verbal and written communication skills; ability to express information clearly.
4. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
5. Ability to work independently as well as in a group setting.
6. Ability to troubleshoot problems, evaluate options and implement solutions.
7. Ability to analyze information and make effective decisions.
8. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
9. Conflict resolution skills.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Tools and Equipment Used:

- Desktop and Laptop Computers
- Camera
- Mobile phone

- Tire Depth Gauge
- Paint Depth Checker

Certificates and licenses:

- A Valid driver license is required of every Akron Auto Auction employee, along with an insurable driving record.

Education and Experience:

- High School Diploma or general education degree (GED) along with three to five years of related experience or training; or equivalent combination of education and experience.
- To perform this job successfully related experience in the auto industry is preferred.

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
3. Uses following tools: jump box.
4. Occasionally lifts up to 50 pounds.
5. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles and cleaning machines.
6. This position is performed in both an office setting and outdoors in various weather conditions.
7. Long work hours of 10 to 12-hour days are expected once or twice a week in order to meet auction deadlines.

HOURS, DUTIES & LOCATION

Job Location: Value Auto Auction, 3776 St. Rt 93 NE, Crooksville, Oh 43731

Schedule is flexible, around 30 hours per week. Hours could change due to pick-up in upcoming vehicles or management absences.

Monday: 4-5 hours
 Register/Condition Reports
 Pre-sale Inspections
 Move Vehicles

Tuesday/Wednesday: 2-3 hours
 Register/Condition Reports
 Pre-sale Inspections
 Move Vehicles

Thursday: 9am-4pm
 Help run repo lanes/re-runs
 Assist with IF bids/after sale
 Check oil/frames for PSI
 Any CR's that are needed

Friday: 4-5 hours
 Register/Condition Reports
 Pre-sale Inspections
 Move Vehicles

Please contact Michele Thompson, HR Manager Value Auto Auction regarding any questions, send resume' or to set-up an interview.

Email: michelet@valueautoauction.com

Phone: 740-469-6793 ext. 503