



Job Description

Issue Date : 11/23/2016
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Job Title: Sales Coordinator Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Director	11/23/2016	Assistant Service Manager	11/23/2016	HR Director	11/23/2016

Reports To: Manager
Supervisory Status: No

Description:

The Sales Coordinator position is responsible for coordinating all aspects of vehicle sales deals. Including starting and updating sales deals in Deal Desking module of System throughout the sales process. Sales coordinator is also responsible for setting up vehicles and maintaining vehicles in Unit Inventory module of System.

Duties:

- Set up vehicles in System, including assigning unit numbers and inputting vehicle specifications. Update vehicle statuses as vehicles progress through production cycle.
- Receive and process vehicle purchase confirmations from vendors, route confirmations to appropriate sales staff. Save all documents in System.
- Review confirmations/change orders approved by sales staff; transmit confirmations/change orders to vendor.
- Process all documents from vendor pertaining to the purchase of the unit and the MSO's.
- Maintain production and delivery dates for new buses in System. Update sales staff of any changes in manufacturer's production schedules
- Review vehicle sales and purchase documentation received from sales staff to confirm that all required documents are included per the checklist (Commercial and Transit departments).
- Serve as a liaison between sales and service, parts, DMV and delivery personnel throughout sales process.
- Assist sales staff with proposals, bid packages and related filings/disclosures.
- Assist sales staff with follow up on customer orders and deliveries.
- Attend weekly production meetings.
- Other duties as assigned.

Education/Experience Required:

- High School Diploma or equivalent
- Strong verbal and written communication skills
- Great customer service
- Diplomacy
- Organization
- Intermediate Computer Skills including Microsoft Office (Word, Excel, Outlook, Access), ACT
- Good typing skills