



Job Description
Job Title: Inventory Specialist

Position Name: Inventory Specialist

Employee Name: _____

Date Prepared: June 30, 2008

Date Revised: November 24, 2012

General Statement of Duties:

Responsible for ensuring the lot, offices, and inventory are in presentable, clean and in neat condition. Also responsible to ensure that the inventory is in good running condition.

Essential Job Functions:

1. Ensure inventory of vehicles are safe, clean, and mechanically ready to sell.
2. Coordinate work and repairs needed for offices and vehicles.
3. Complete minor repairs on all vehicles as necessary.
4. Complete minor repairs for offices and related equipment as necessary.
5. Complete a condition report on all vehicles.
6. Perform test drives on all vehicles.
7. Maintain a database of vendors and their contact information. Also, maintain written report of conversations/contact with vendors to include date, time, and items discussed.
8. Establish and maintain long-term customer and vendor relationships.
9. Meet/exceed performance expectations and complete work within the required time frames.

Additional Job Functions:

1. Supports the mission and vision of Midtown Motor Company and demonstrates excellent customer service at all times.
2. Understands and is committed to helping Midtown Motor Company achieve its goals.
3. Must use appropriate safety equipment and procedures at all times; must immediately report all unsafe conditions to supervisors; must be familiar with all safety features of equipment, tools or materials encompassed by job duties; and must check with supervisors (prior to job performance) if there is a question as to the safe procedure to be used for any job function.
4. Demonstrates ethical behavior as expected by our customers and vendors. Understands the personal obligation to report any activity that appears to violate applicable laws, rules and regulations.
5. Completes other duties as assigned.



Job Description
Job Title: Inventory Specialist

Minimum License and Certificates Required:

Valid Texas Class C Drivers License

Reporting Relationships:

Supervised By: General Sales Manger

Supervision Of: N/A



Job Description
Job Title: Inventory Specialist

The incumbent must fulfill the performance standards of this position and comply with the policies, rules and procedures.

This job description is intended to describe the general nature and work responsibilities of this position. The job description and duties of this position are subject to change, modification and supplementation as deemed necessary by Midtown Motor Company. Employees are required to comply with supervisory instructions and to perform other job duties, responsibilities and assignments requested by supervisors, managers and administration.

This job description does not constitute any employment contract between Midtown Motor Company and any employee.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and comprehend it. I understand that this job description may be used as a tool to evaluate my job performance. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor.

Employee's Signature

Date

Employee's Printed Name

Supervisor's Signature

Date

Third Signature (if required)

Date