



Job Description

Job Title: Inter-territorial and Manufacturer Accounts Assistant
Department: Inter-territorial Branch 13
Reports to: Inter-territorial Manager
FLSA Status: Non-Exempt: 8:00am – 5:00pm,
Monday - Friday (40 hours per week; 1 hour lunch each day)

Summary:

Provide support and liaison to the Manufacturers, Service Dealers, Special Accounts, Customers and Department Manager.

Duties and Responsibilities

- Interacting with Customers, Dealers, Manufacturers and Internal Team Members by phone and email.
- Reviewing Dealer Proposals.
- Billing install comp, setting up and billing contracts.
- Assist with Dealer / Manufacturer Accounts Receivables.
- Creating and managing excel documents as needed
- Special Projects

Qualifications:

High school diploma or GED. Good clerical skills to include: typing speed of 40 wpm; computer experience (Microsoft Excel and Word); strong people skills; customer service experience; professional telephone communication and be multi-task oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.