

AUTOMOBILE ACCEPTANCE CORPORATION

Title: Remarketing Supervisor (Exempt)
Dept: Collections-Remarketing
Reports To: Chief Operating Officer

Position Summary

This position will be responsible for managing both the accounts placed out for repossession and the coordination of the sale of repossessed vehicle

Duties/Responsibilities

- Completing Procomm opening reports (PCOX)
- Coordinate the installation of vehicle tracking devices
- Update and manage the Vehicle tracking device database.
- Assignment of accounts to repossession agents
- Making outbound calls to contact customer
- Taking inbound calls from customers
- Skip-tracing on hard to find customers
- Taking elevated customer calls
- Communication and coordinating the recovery of vehicle with repossession agents.
- Review and approve accounts for redemption of their loans.
- Coordinate the transport of vehicle to the proper dealer auction
- Coordinating the completion of pre-sale vehicle evaluations and condition reports.

General Requirements

- Minimum of ten years of successful management experience, preferably in a non prime automobile or consumer loan environment
- Bachelors Degree in a related field
- Excellent verbal and written communication skills, and interpersonal skills
- Strong analytical skills
- Excellent organizational/planning/project management skills
- Proficient in M/S Excel and Word