

Gate Position Description:

The Inventory Specialist will utilize a mobile device to ensure that all vehicles brought into the auction are accounted for and are assigned accurate information.

Full Time – starts @ \$10 hourly – Benefits Available

Responsibilities Include:

- Adding vehicles to inventory utilizing a handheld computer.
- Verifying VIN, mileage and color of vehicles.
- Tending to the vehicles leaving the lot and filing the paperwork.
- Searching vehicles leaving the lot for auction property.
- Scanning and numbering vehicles in preparation for auction.
- Scanning vehicles to verify on-lot inventory.
- Using pen and paper to log vehicles being towed onto the property.
- Communicate with co-workers and customers in a professional manner.
- Other responsibilities and duties as assigned by management.

Minimum Qualifications Include:

- Must possess a clean driving record for insurance purposes
- Must be able to operate a computer proficiently
- Must have strong attention to detail.
- Must be dependable and able to commit to a full work schedule
- Must be able to work outside in all weather (rain, snow, cold, heat...)
- Must be able to stand on your feet for at least 2 hours at a time
- Must be able to lift and maneuver 18 lbs.
- Must have a High School Diploma or G.E.D. equivalent
- Must be a team player and work well with others
- Must have a customer service oriented attitude
- Must be proficient at spelling and reading small print
- Must be able to properly identify colors
- Must be able to work in a safe and proficient manner.

OKI Auto Auction is an equal opportunity employer and a drug free workplace.

Email keith@okiautoauction.com to express interest.