

Order Number:

NY1516072

Date Job Order Received:

11/22/2024

Number of Openings:

1

Company Name:

Empire Chrysler Dodge Jeep Ram

Job Title:

Automotive Title Clerk

Minimum Experience Required:

1 Years

Job Description:

We are looking for someone who is detail oriented to process car deals, verify costs for the accounting department, including the costs of reconditioning and equipment additions and handle the legal transfer of documents for the Department of Motor Vehicles. Duties Maintain titles and MSOs for inventory Send bills, contracts, warranties and service contracts to the appropriate agency, such as the department of motor vehicles Process all payoffs, registrations for new and pre-owned vehicles, all license plate issuing and transfers and obtain all dealer titles Process registrations for new and pre-owned vehicles, all license plate issuing and transfers and obtain all dealer titles Maintain a file of sales, prices, payments, warranties, service contracts and other pertinent information related to the sale or transfer of a vehicle Verify correct contract posting Issue payoff checks on all trade in vehicles Enter used vehicle sales into computer system and payments for same Send completed work to the appropriate agency, such as the department of motor vehicles Accountable to verify all monies down Register manufacturer warranties thru the online portal. Job Type: Full-time Pay: \$18.00 - \$22.00 per hour Expected hours: 40 per week

Job Location:

Lowville, New York 13667

Pay:

\$18.00 - \$22.00 Hourly

Benefits:

Health Insurance, Vacation, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Class: Class D (Operator)

Endorsements:

How to Apply:

To apply, contact the employer by: Internet or Phone

Phone: Croniser, Jodi (315) 534-9590

Web-site: <https://www.indeed.com/cmp/Empire-Chrysler-Dodge-Jeep-Ram-3/jobs?jk=571464a789590d37&start=0&clearPrefilter=1>