



Used Equipment Administrator

Position Location: Corporate Office

Reports To: Used Equipment Sales Manager

Primary Role

Perform critical administrative duties related to the sale and marketing of used equipment.

Key Accountabilities and Responsibilities

- Manage used equipment inventory and keep updated.
- Gather photos, videos and information on equipment from different branches for sales purposes.
- Work directly with sales team to assist in sales promotion of used equipment.
- Prepare marketing materials for used equipment using various media sources.
- Prepare reports related to inventory, sales and customers for used equipment.
- Maintain spreadsheets and file documents that may be requested.
- Other duties as may be assigned by manager.

Key Competencies

- Intellectual competencies include intelligence, conceptual ability, and practical judgement.
- Skilled in listening and communicating with others
- Ability to learn quickly and communicate well both orally and in writing
- Proven ability to complete work with energy and enthusiasm.
- Customer orientation toward service and is a team player
- Possesses competencies in integrity, initiative, being highly organized, detail oriented and adaptable
- Knowledge of clerical applications and working knowledge of personal computers, various software applicable to job.
- Possess good phone and email skills

Requirements and Qualifications

• Knowledge and background in heavy construction equipment or similar industry

- Two year degree or greater with equivalent work experience,
- High proficiency in communication and customer relationship skills,
- Strong organizational skills and teamwork abilities,
- Ability to travel occasionally to branch locations throughout dealer footprint,
- Proficiency with personal computers using Microsoft Windows, Microsoft Office including Excel
- Discretion in handling confidential company information.