



JOB POSTING

Office Administrator (Motor Vehicle Clerk)

Responsibilities:

Successfully perform the daily operational duties in both General Systems Solutions' Sacramento office and at a customer location in Rancho Cordova. Duties include but are not limited to the following tasks:

Daily Reports/Monitoring

- Run and/or compile reports each day.
- File, fax or email the reports appropriately.
- Monitor and log customer errors into reports.
- Contact customers, when required, to correct errors.

Daily Paperwork Verification

- Verify accuracy of customer daily paperwork.
- Sort and mail daily paperwork within required time frames.
- Contact customers, when required, to correct problems with paperwork.
- Resolve daily paperwork issues with customer and DMV when needed.

Inventory Management

- Monitor inventory levels.
- Verify and fill customer inventory orders.
- Monitor customer receipt of inventory shipments.
- Monitor problem inventory activity.
- Participate in quarterly inventory audits.
- Contact customers, if required, to resolve inventory discrepancies.

Administrative Support

- Answer phones, file, and order office supplies.
- Assist customers with questions regarding daily paperwork or inventory.
- Assist the CA OLRs Supervisor as needed.

Qualifications (education, prior work experience, specialized skills and knowledge):

High school diploma or equivalent. Eighteen months to three years' experience in office services functions and in using a suite of computer programs such as Microsoft Office.

Detail-oriented and ability to take direction.

Good communication skills, both written and verbal.

Ability to perform job duties in a professional manner.

Flexible and team-oriented.

Capable of working effectively under daily time-sensitive requirements.

Inventory shipping and tracking experience a plus.

Previous DMV experience or knowledge of salvage certificate processes a plus.

Ability to lift up to 30 pounds.

Some travel required from office to near by customer site.