



## Assignment Specialist / Skip CSR

**Location: Folsom CA**

### Summary/Objective

The Assignment Specialist is responsible for supporting the Skip Tracing Department in electronically outsourcing assignments to Repossession Vendors. The Assignment Specialist will ensure successful transmission of information from Location Services to the Repossession Vendor and will utilize exceptional customer service in order to assist both the Repossession Vendors and the Skip Tracing Department in effective communication.

### Essential Functions

- Electronically outsourcing all Location Services assignments for repossession to Repossession Vendors via proprietary electronic platforms
- Validate preset assignment criteria to ensure quality of assignment
- Confirming receipt of outsourced assignment with Repossession Vendors via telephone or electronic communication
- Providing first-level support service to the Repossession Vendor in troubleshooting systems, answering routine questions, and analyzing the need for escalation to the Skip Associate Analyst, Supervisor, Manager, or the Vendor Services Department
- Appropriately notating accounts within the electronic systems of record and escalating as needed in the instance of: assignment decline by Repossession Vendor, fees requested, requests for additional information, any escalations.
- Assisting the Skip Tracing Department in obtaining assignment updates from the Repossession Vendors and appropriately noting electronic systems of record.
- Communicating with clients to obtain clarification, request approval, and answer questions

### Education and Experience

- High school diploma or G.E.D required
- At least 1 year of customer service or administration in any office related industry
- Phone experience required, must be able to answer and complete multiple phone lines.
- Working Microsoft Office, Word, Excel, PowerPoint and Outlook experience

**Location Services** is the nation's only vertically integrated provider of end-to-end recovery, skip tracing, LPR, locksmith and transportation services within the automotive industry. We deliver more than just our services. Our strong drive for building relationships with our client and vendor partners is evident in our



business operations and culture. Our dedicated staff caters to our client's SLA needs with integrity and commitment.

**Location Services** provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Location Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities

**Applicants must be legally authorized to work in the United States**