



# Location Services

**Refinance. Recover. Transport. Remarket.**

## **Lot Attendant**

### **Location: Concord CA**

#### **Job Summary**

Lot Attendant will be responsible for processing all incoming vehicles from beginning to when the vehicle leaves the lot, including but not limited to, clean out personal property, transport releases, vehicle redemptions, personal property redemptions, collecting fees, all the while maintaining good organization of the lot.

#### **Responsibilities and Duties**

- Providing an inventory list of all vehicles on the lot and keeping them organized
- Removal of all personal property from vehicles and documenting and storing property
- Preparing paper work for Customers, Transporters and Transports
- Processing personal property redemptions
- Processing vehicle redemptions
- No Key vehicles-once keys received need to pick up key and take odometer pictures and confirm whether or not vehicle runs and drives-update PRIOS system.
- Update accounts in PRIOS system regarding the redemption, personal property inventory forms, and personal property releases, also any and all documents required by clients
- Lot maintenance and/or presentation, including but not limited to weed control, lawn mowing, and trash pickup
- Stage units in designated areas for delivery to auction
- Process personal property and vehicle redemption fees
- Report all incidents, including but not limited to, damage, injury and condition of lot in writing via e-mail within 24 hours of the occurrence or finding to manager
- Any and all other activities as assigned by management

#### **Skills and Qualifications:**

- Data Entry Skills
- Attention to detail
- General Vehicle Knowledge
- Excellent Communication Skills both written and verbal
- Basic computer skills

#### **Benefits:**

- Competitive compensation package including base pay and production bonus
- Excellent benefits package including Health, Dental and Vision.
- 401K with company match
- Paid Time Off that progresses to 25 days off based off years of service
- Industry leading equipment
- Culture of Employee Recognition



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**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**