

### The Company

The Jim Pattison Group is the largest privately held company in Canada with over 49,500 employees worldwide; operating a large number of companies in a diverse set of industries. Jim Pattison Lease has been operating in Canada since 1961. The company has branches across Canada and the United States and is a Leader in Customized Fleet Management, providing Vehicle Fleet Leasing, Vehicle Remarketing through both wholesale and retail channels, and Fleet Management solutions for commercial enterprises.

About Jim Pattison Lease: <http://www.jimpattisonlease.com/about/>

About the Jim Pattison Group: <https://www.jimpattison.com/about/our-story/>

Are you interested in building your career with a reputable, leading fleet management company that is continually growing?

Jim Pattison Lease is seeking a highly motivated individual for the unique opportunity of building your personal career with a stable organization that is continually growing.

### The Opportunity

This is an opportunity with the potential to develop into an exciting and promising career. We will introduce you to the automotive and auction industries. You will work with, and learn from experienced, industry recognized individuals.

### Position Description

Reporting to the National Director of Remarketing Services, the remarketing coordinator is the main point of contact for our customers and internal staff with reference to our national portfolio. You would be responsible for executing the company's service commitments and providing support to the Remarketing Department.

### Position Responsibilities and Accountabilities

- Embrace Jim Pattison Lease's mission to help deliver prompt and superior customer service:
  - Process lease and sales documentation in a timely manner.
  - Ensure files are accurate, complete and passed on to the appropriate departments when necessary.
- Assist with communication, process improvements and regional best practices:

- Work with the CSR Lead and Operations team to evaluate and facilitate company procedures and best practices that relate to the remarketing coordinator role.
- Take part in regular meetings with the Regional Sales Director and CSR Team to maintain company communication, delegate tasks and manage workloads for optimal team performance.
- Provide testing and support for new company processes and IT system initiatives.
- Maintains continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; and determining continuing needs.
- Aids in developing system procedures to improve productivity standards.
- Prepares reports by collecting, analyzing, and summarizing information.
- Resolves administrative problems by analyzing information; identifying and communicating solutions.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations
- Understands automobiles by studying characteristics, capabilities, and features; comparing and contrasting competitive models.
- Support and assist the Remarketing Department, as required.

### Key Attributes and Skills

The individual in this role must possess the following skills and attributes:

- Highly motivated to provide exceptional customer service.
- Strong interpersonal and time management skills.
- Positive, enthusiastic and confident.
- Flexible and responsive with the ability to exercise good judgement.
- Aptitude and willingness to perform as part of a team as well as individually.
- Excellent communication skills both written and verbal.
- Proficient in MS Word, Excel, PowerPoint and Outlook.

### Education, Experience, and Licensing Requirements

- High school diploma or equivalent
- University/college degree is an asset
- Class G Drivers License with clean driving record

### How to Apply

If this opportunity is of interest to you, please send your resume and brief cover letter to [greatcareer@jplease.com](mailto:greatcareer@jplease.com).

Candidates must have a valid driver's license and be eligible to work in Canada. We thank everyone for their interest however only those qualified and considered for an interview will be contacted at this time.