

Associates degree or above from a college or university; or 3 years industry work experience.

Advanced spreadsheet skills Ability to analyse and troubleshoot information for resolution Ability to work well in cross-functional teams Ability to multi-task in a fast-paced environment Ability to meet aggressive service-level agreements Ability to take a complex process or technology and create easy-to-follow copy Excellent written and verbal communication, with strong editing skills Vast knowledge of technical writing and styles associated with it Collaborating with marketing and IT on search engine relevancy as it relates to parts data's influence Proficiency with MS Word, Excel, Outlook and SAP. Ability to write reports and/or business correspondence. Ability to effectively present information and respond to questions from groups of managers, customers, other employees. Ability to effectively present information to other departments and manufacturer representatives. Ability to read, analyse, and interpret business documents. Ability to effectively communicate via email, phone and in person. Ability to understand processes and identify areas of improvement. Ability to multi-task and demonstrate strong organizational details.