



Co-Op Specialist

Department: Accounting

Reports to: Accounting Manager – Yena Bollinger

Job Description

Co-op is a partnership between manufacturer and dealerships to share the cost of advertising at a local level. This position will be responsible for compiling all necessary information to file co-op for our clients. Work includes various daily tasks such as coordinating meetings, balancing budgets, and scanning documents. A high degree of accuracy, high attention to detail, professionalism, and cooperation with others is expected.

- Gathers all necessary information from direct mail, ecampaigns, media, interactive and account services departments
- Scans and submits all documentation to designated manufacturer co-op office
- Follow-up with manufacturer co-op office to be sure all submissions were accepted
- Confirms completion of co-op cycle each month
- Stays on top of co-op balance throughout each month
- Communicates co-op balance to Account Service AE/AC team
- Files completed co-op packets
- Ensures co-op deadlines are met

Qualifications

- Bachelor's degree in business related field
- 2+ years' work experience
- Experience and confidence dealing with budgets/numbers
- Demonstrated planning and organizational skills, including prioritizing assignments according to urgency, impact and length to complete task
- Ability to work well under pressure and meet deadlines
- Self-starter and proven ability to work with minimal direction
- High level of interpersonal skills and ability to work well with others at all levels
- High level of problem solving ability including independent judgment and decision making skills
- Ability to independently handle difficult and sensitive business situations
- Advanced level of proficiency in software (MS Word, Excel, PowerPoint, Outlook)
- Strong oral and written communication skills including demonstrated proficiency in grammar, spelling and punctuation
- Demonstrated ability to take initiative and work independently