

JOB DESCRIPTION

Job Title	Assistant Valuation Manager
Department	Valuation
Direct Supervisor	Head of Valuation Department
1	<p>Job Objective</p> <ol style="list-style-type: none"> 1. To update the Car Spec and Valuation Dbase of Autodata (Backbone) 2. Assisting in growing the company in a profitable manner
2	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Manage the collection, correlation, and interpretation of all new and used vehicle information for the markets in which the company operates, currently and in any future expansion. • Manage and maintain a library of all vehicle data specific to the company requirements. Including building a vehicle model code database. • Liaise with IT staff to advise on the design and build of, internal program and system requirements of the company. • Liaise and negotiate with external suppliers for the production requirements of all backbone related products, both printed and electronic. • Liaise with internal and external sources to advise on the marketing, sales and promotion of all company products. • To promote and create awareness of the company and all its products both in the automotive industry and externally through all media opportunities. • To represent the company at any opportunities that arise to promote its services.
3	<p>Responsibilities & Roles</p> <p><u>Internal / External Cooperation</u></p> <ul style="list-style-type: none"> • Demonstrate ability to interact and cooperate with all company employees. • Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity. • Maintain professional internal and external relationships that meet company core values. • Pro-actively establish and maintain effective working team relationships with all support departments.

5	Knowledge Skills & Experience <ul style="list-style-type: none">• Experience in sales/fleet risk environment in the Car Industry• Preferable experience at Glass's, Cap, Redbook, Kelly Bluebook or similar• University degree or equivalent by experience• Ability to read, write in English and have experienced math skills• 5 years Experience• Willingness to move to and live in UAE
6	Competencies <ul style="list-style-type: none">• A self-starter, able to independently recognize and develop business opportunities..• Able to manage relationships at all levels, with emphasis on cultural sensitivity.• Good communication skills – written, verbal, presentation etc.• Good analytical skills• Attention to detail• Ability to work independently while following directions• Computer skills