

Autostar Solutions, Inc. is a successful software business providing products and services to customers in the automotive industry. Founded in 1991, Autostar is a leading provider of software solutions for dealership operations nationwide.

Document Specialist

BASIC FUNCTIONS:

- Assist in maintaining electronic forms library
- Work with Implementation Team to assure delivery of documents for new installs and/or revision/new additional documents for existing clients
- Assure that document programming is complete and tested prior to install dates and meet 15 business day policy for delivery of revision/new additional documents
- Develop strategies and tools for improving document processing
- Work with Programming Team on document product enhancements and beta testing new software developments
- Help train clients and internal staff on document processing and policies
- Create and maintain document cases in Salesforce.com
- Maintain databases using software tools such as Microsoft Excel or other applications as required
- Complete other duties as assigned

JOB SPECIFICATIONS:

- Bachelor's degree is desirable
- 1-3 years related experience is desirable
- Good interpersonal and verbal/written communication skills are necessary
- Thorough follow-up with customers, team members and entire company
- Must be able to prioritize, have strong organizational skills, carry out duties with minimal supervision and handle proprietary information in a confidential manner
- A comprehensive software background is necessary, especially with Microsoft tools, databases, and graphics and/or document formatting tools
- Experience using Adobe Acrobat
- Strong candidates will have a high attention to detail, be self-motivated and capable of multi-tasking in a fast-paced environment.

Autostar Solutions places a high priority on customer satisfaction and working together as a team. Because we're growing, we're always setting new goals and as a result, our employees are always learning and growing. Autostar values dedicated, hardworking employees. That's why we reward our team members with competitive salaries, health and other insurances, 401K, paid vacation and holidays, along with a business casual environment. Come grow with us!