



Job Title: Car Dealership Operations Analyst

Location: Prishtina, Kosovo

Company: A & H Auto Sales Inc.

Company Overview:

A & H Auto Sales Inc. is a newly launched automotive business focused on sourcing high-quality vehicles from US wholesale auctions and selling them through online retail channels.

With operations based in both the United States and Kosovo, our Prishtina office will serve as the central hub for back-office operations, supporting sourcing, coordination, and online sales execution.

As part of the founding team, you will contribute to establishing core processes and supporting the company's early growth.

Position Summary:

We are seeking a highly organized and analytical Car Dealership Operations Analyst to support daily operations across vehicle sourcing, coordination with US-based teams, and online sales activities.

This role is ideal for someone who is tech-savvy, detail-oriented, and comfortable working in a fast-paced, startup-like environment. You will begin as a generalist and have the opportunity to grow into a specialized or leadership role as the business scales.

Key Responsibilities:

Vehicle Sourcing (40%)

- Research and identify vehicles through US wholesale auction platforms
- Analyze listings, pricing, and vehicle conditions to support purchasing decisions
- Maintain organized tracking of potential purchases

Operations Coordination (40%)

- Work closely with the New York lot manager to coordinate day-to-day operations
- Track tasks, follow up on pending items, and ensure timely execution
- Request and manage vendor quotes (transport, repairs, inspections, etc.)
- Maintain clear communication across teams using Slack and other tools

Online Sales & Customer Interaction (20%)

- Create and optimize vehicle listings for online marketplaces

- Respond to customer inquiries in a professional and timely manner
- Support the sales process through accurate information sharing and follow-ups

Qualifications & Skills:

- **English communication skills** (both written and verbal) are required (C1 or C2 level)
- Strong attention to detail and analytical thinking
- Tech-comfortable, with the ability to quickly learn tools such as Airtable, Google Workspace, Slack, and AI platforms
- Highly organized with strong task management skills
- Self-starter with the ability to work independently and take initiative
- Ability to work during US business hour overlap

Nice to Have:

- Interest in cars or the automotive industry
- Prior experience in e-commerce, marketplaces, or operations roles
- Experience working in remote or cross-border teams

What We Offer:

- **Professional Growth:** Opportunity to grow from a generalist role into a specialized or leadership position as the business scales
 - **Work Environment:** Hands-on experience in US automotive operations and online sales
 - **Contract:** In accordance with Kosovo Labor Law
 - **Office Location:** Prishtina
 - **Schedule:** Monday–Thursday from **2:30 PM to 11:00 PM**. After the first three months, employees are eligible to work remotely on Fridays from **12:30 PM to 9:00 PM**.
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How to Apply:

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 20.04.2026