

**JOB POSTING DETAILS**

<b>Employer</b>	Chisholm Collision SVC	<b>Job Type</b>	RI
<b>Job Title</b>	AUTOMOTIVE OFFICE ADMINISTRATOR - RECEPTIONIST	<b>Duration</b>	Full Time
<b>Job ID</b>	11583	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	October 13, 2021	<b>Closing Date</b>	October 27, 2021

**Job Overview - Description & Duties**

## Schedule:

Monday - Thursday from 9am - 4pm

Fridays from 9am - 5pm

Weekend and Holidays off.

Wage: \$16-\$18 Hourly with increase upon probationary period.

## Duties:

- Provide administrative support to body shop personnel.
- Prepares a list of equipment, supplies and repairs required and reviews with the Manager as needed.
- Ensures repair estimates are completed in a timely manner.
- Works with insurance adjusters to ensure accident damages are completed and all damages billed/recovered.
- Communicates with the Manager on a timely basis, to schedule shop work efficiently and check on job status as often as necessary.
- Maintains contact with customers on a timely basis and in a professional manner.
- Scheduling of estimate appointments and customer follow ups.
- Reviews technicians' repair orders to ensure all information is complete and accurate before the next job is assigned to each technician - including customer billed hours, list of parts by operation.
- Complies with all relevant Health & Safety, and Environmental policies and procedures
- Answering in-coming calls and greeting in-house customers.
- Providing administrative services in an effective and efficient manner to ensure that files are accurate and up to date.
- Customer reception area maintenance; i.e.: Office/ waiting area
- Face-to-face interaction with customers
- Understanding specific insurers' claims processing policies and processes and following them accordingly
- Maintaining updated customer files

**Required Skills**

Mandatory experience in invoicing, receiving and applying customer payments.

**Other Requirements**

NA

**How to Apply**

Please email your resumes to:  
rita.varcoe@lakewaytruck.com