

JOB POSTING DETAILS

Employer	World Cars Complex	Job Type	RI
Job Title	Receptionist	Duration	Full Time
ES Job ID	12658	Location	Sault Ste. Marie
Date Posted	May 16, 2022	Closing Date	May 30, 2022

Job Overview - Description & Duties

As our receptionist you would be responsible for greeting customers in person or over the phone, answering or referring inquiries, processing cash or POS payments, general office duties as assigned by manager. This position would require you to work at either dealership as needed.

Receptionist - \$15 per hour | 35 hrs/week (9-4 with 1 hour unpaid lunch) | Offer benefits

Required Skills

The ideal candidate will have excellent customer service skills, friendly and energetic, be a team player.

Other Requirements

NA

How to Apply

Please submit your resume:
Email: controller.worldcars@shaw.ca
In Person: Alicia Reid (Controller)