

JOB POSTING DETAILS

Job Title	Receptionist	Job Type	NA
ES Job ID	3638	Duration	NA
Date Posted	September 21, 2022	Location	Spargge
		Closing Date	October 7, 2022

Job Overview - Description & Duties

Algoma Chrysler is looking for a Receptionist to join our team and act as our liaison for customers to address their vehicle repair needs.

Duties:

- Greets showroom customers and determines the nature of their visit
- Directs customers to the correct department, notifies the appropriate person that a customer is waiting, and introduces the customer to a salesperson
- Answers incoming phone calls. Directs caller to appropriate department or individual or takes a message
- Communicates with callers and visitors in a professional, friendly and efficient manner
- Obtains basic demographic information about each customer, using an ups card, a computer system, a log sheet, or other methods established by the dealership
- Enters data into the prospect tracking system and runs prospect reports for managers weekly
- Communicates messages to the appropriate parties promptly
- Assists service customers during the morning and evening service rush whenever possible
- Assists with clerical duties as requested
- Maintains a professional appearance
- Other tasks as assigned

Required Skills

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Ability to read and comprehend simple instructions, short correspondence, and memos.

Other Requirements

NA

How to Apply

Please submit your application to darrinrobins@gmail.com with 'Receptionist - Spragge' in the subject line.

Only persons who are legally allowed to work in Canada can apply for this job.