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Receptionist/Service Advisor

Employer: Algoma Chrysler

Posted: 13 months ago

ES Job ID: 3895

Sector(s): Skilled Trades, Other, Office & Administration

Closing Date: May 30, 2023

Location: Spragge

Duration: Full Time

Job Description:

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

Duties:

- Greets and directs customers to the correct department, notifies the appropriate person to help customer
- Answers incoming phone calls and forwards caller to appropriate department or individual and/or takes a message
- 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
- Creates work orders and schedules service appts
- Work closely with all departments to maintain efficiency
- Closes work orders at the day's end
- Handle cash & debit machines
- Maintain the flow of stock/retail vehicles through the shop as required
- Assists with clerical duties as requested
- Maintains a professional appearance
- Some lifting may be required (receiving parts/wheels)
- Other tasks as assigned

Required Skills:

- High school diploma or general education degree (GED); or one to three months of related experience and/or training
- Experience in automotive industry is an asset
- Full G License

Requirements:

Abilities:

- Computer skills (will train on our system)
- Excellent customer relation skills in person & on the phone
- Ability to work as part of a team and alone as needed

How to Apply:

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

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

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