

YOUR JOB IS OUT THERE. WE'LL HELP YOU FIND IT.

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, 2023Location:SpraggeDuration: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:

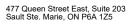
- Computer skills (will train on our system)
- Excellent customer relation skills in person & on the phone
- Ability to work as part of a team and alone as needed

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.

SAULT STE. MARIE WEBINQUIRYSSM@SAULTCOLLEGE.CA 705.945.0705



BLIND RIVER WEBINQUIRYBR@SAULTCOLLEGE.CA 705.356.1611

1 Industrial Park Road, Suite 205 Blind River, ON P0R 1B0

