

https://intscanada.com/job/%e6%b1%bd%e8%bd%a6%e5%93%81%e7%89%8c/

????? Sales Assistant

Description

As a Pre-Owned **Sales Assistant** -you would be responsible for assisting the Sales team with vehicle inspection,

vehicle lot maintenance, showroom upkeep and general organization of all Pre-Owned vehicles at the dealership.

Responsibilities

- · Greets customers ensuring excellent customer service
- Ensures showroom cars are cleaned daily and assists with coordinating showroom as required.
- Delivers and/or picks up documents from License Bureau as required.
- Ensures adequate customer parking spaces are available on the lot.
- Runs errands for reception and the sales department as required.
- Maintains complete knowledge of and complies with company and departmental policies, procedures and standards..
- Maintains a positive working relationship with team members and management in a team environment

Qualifications

- Excellent interpersonal, communication (verbal &written English) and customer service skills
- Detail oriented and excellent organizational and multi-tasking skills
- Ability to work cohesively with employees and managers as part of a team
- Ability to work efficiently and effectively under pressure with simultaneous deadlines
- · Ability to maintain confidentiality of pertinent data
- Valid Ontario Drivers License and a Clean Abstract

Job Benefits

- Health and Dental
- Life Insurance
- Profit Sharing
- 2 weeks PTO
- Closed Sundays
- Team Outings

Contacts

Send your resume to intsconsulting.hr@gmail.com

Employment Type Full-time

Job Location Toronto

Working Hours Flexible Hours

Date posted 2023?3?22?