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# ????? 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

# Hiring organization

INTS Consulting ???????????

# **Employment Type**

Full-time

### **Job Location**

Toronto

### **Working Hours**

Flexible Hours

# **Date posted**

2023 ? 3 ? 22 ? ?