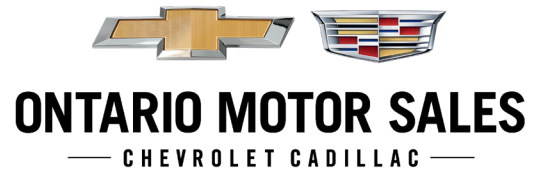


# SERVICE CONCIERGE

## OUTBOUND CLIENT CARE

### Ontario Motor Sales

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Ontario Motor Sales is a Chevrolet Cadillac dealership proudly serving the Durham Region for over 98 years. With a Customer Database in excess of 10,000 customers, we require qualified Client Care specialists to provide maintenance scheduling assistance, explain the type and cost of services offered, address customer complaints and/or concerns, offer parts and service recommendations, maintain records and statistics and answer inquiries and provide information to an established clientele.

#### **Job requirements include:**

- Exceptional ability to work in a team environment
- English as a primary language
- Secondary (high) school graduation certificate
- Experience in automotive is preferred
- Computer proficiency including knowledge of MS Windows and various internet applications
- Strong communication and interpersonal skills
- Self-driven attitude and a desire to succeed
- Attention to detail
- Adaptability and willingness to learn
- Ability to work in fast paced environment with tight deadlines
- Availability to work evenings and Saturdays

#### **Please be prepared to provide:**

- Criminal record check
- Own transportation
- Personal and professional references

**Expected start date:** TBD

**Job Type:** Full-time, Commission, Permanent

**Salary:** \$37,000.00-\$44,000.00 per year