

Ask about our referral bonus!



WE ARE HIRING

Part Time Receptionist

CONTACT

PHONE:
905-697-9555

WEBSITE:
www.claringtontoyota.com

EMAIL:
sales@claringtontoyota.com

Clarington is growing and so are we!

Clarington Toyota has an immediate requirement for a **Part Time Receptionist** to join our successful team.

A proud community business for over 20 years, **Clarington Toyota** founded the Clarington Auto Mall. With constant development of the region, we have seen year after year increases that reflect in our dealership performance. We play an active role in our community, having been awarded **Best New Car Dealership** and **Best Import Dealership** in our area as voted by our local customers in the **Clarington This Week Reader's Choice Awards**.

We're a friendly, supportive, and team focused dealership that provides excellent support and training to help you succeed!

Responsibilities:

- Represent **Clarington Toyota** with Pride, Professionalism, and Knowledge.
- Answer and direct phone calls in a polite and friendly manner
- Welcome visitors in a warm and inviting manner and direct them to appropriate team members as needed.
- Maintain reception area and all common areas in a clean and tidy manner.
- Operate standard office equipment on a regular basis, including a copy machine, and a computer, and a multi-phone line.
- Receive deliveries, sort Internal filing and paperwork.
- Take inventory of supplies and restock as needed.
- Maintain the general office filing system.

Qualifications:

- Available to work two evenings and alternate Saturdays each week.
- Strong phone skills.
- Excellent interpersonal skills.
- Punctual with strong attendance history.
- We will provide training on our phone system.

Compensation:

This position's compensation rate is the government issued minimum wage of \$17.60 an hour, with an average of around 20 hours in a 2 week pay period.

Thank you for your interest! We look forward to meeting and chatting with you. Only applications selected will be contacted for an interview.

Please send your resume to: sales@claringtontoyota.com

Clarington

