

# **S.DILAWRI**

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## Automotive Group

Bank Street Hyundai is looking to hire a full-time reception. If you are customer-driven, positive and well-spoken; and looking to grow with a dynamic team, please send us your resume, we would love to hear from you.

### **Why choose to work with S. Dilawri Automotive Group?**

- *Fastest growing automotive group in Ontario*
- *We offer Professional training, process and development*
- *We have a friendly, fun, stimulating and supportive work environment*

### **What We Offer:**

- Hourly wage: \$15 per hour
- Group insurance benefits
- Permanent full time opportunities
- Internal growth assisting you in your career aspirations

### **Duties/Responsibilities:**

- ✓ Complete all licensing
- ✓ Answer, transfer and take messages if necessary for all incoming calls
- ✓ Greet and welcome all customers
- ✓ Accepting payments (cash, credit, debit) and issuing Receipts
- ✓ Stocking in inventory and entering vehicle info into systems
- ✓ Close work orders
- ✓ Placing long distance calls
- ✓ Accepting courier deliveries
- ✓ Tracking incoming calls
- ✓ Key control
- ✓ Office duties as required

### **What You Need:**

1. Customer service experience helping customers, clients and employees
2. Able to handle multiple tasks simultaneously
3. Administrative duties experience

**To Apply** Send your resume to [hr@dilawricanada.com](mailto:hr@dilawricanada.com)

*S. Dilawri Automotive Group is an equal opportunity employer. We encourage all people from the designated groups to apply: Women, People with disabilities, Aboriginal, and Visible Minorities. Accommodation is available upon request for applicants and employees with disabilities.*