

Quantrill Chevrolet Buick GMC Cadillac Ltd. requires a motivated, energetic and career-minded ***Customer Service Representative*** to be responsible for scheduling service work in the service department and for selling recommended or required services to customers. He or she will act as the dealership's first –line customer relations and service representative. The ***Customer Service Representative*** is responsible for gathering and interpreting information on vehicle condition from the Service Technicians in order to advise the customer on recommended or urgently required services and communicate this information in a professional manner, explaining the benefits of services and the potential outcomes of postponing repairs. Follow up on progress of each repair order during the day, updating the customer on estimates or promised times. Other duties may be assigned as necessary.

Requirements:

- Previous customer service experience is an asset
- Above average energy level
- Desire for a long term career with a growing organization
- Personal and professional integrity
- Recent college/university graduate would be considered
- Valid Drivers License

Located in Port Hope and servicing the Port Hope, Cobourg, Ajax, Oshawa, Clarington, Peterborough, Trenton, Belleville and Kingston area. We are your premiere retailer and service facility for Buick, Chevrolet, GMC and Cadillac vehicles. We offer a competitive salary package, Dental Care, Extended Health Care, Life and Disability Insurance. We provide excellent on the job training and support.

Please apply by e-mailing a resume and cover letter to Cory Elliott, Service Manager at CoryE@QuantrillChev.com.