

RECEPTIONIST/CASHIER – FULL TIME (Plymouth)

Dick Scott Automotive Group is currently seeking a full-time EXPERIENCED & organized automotive dealership receptionist/cashier for multi-line switchboard in their busy service department. Previous automotive dealership experience is REQUIRED for this position.

This position requires a professional appearance, excellent communication skills, basic computer knowledge, and customer interaction. Punctuality and reliability are a must for this position.

Duties and Responsibilities include, but are not limited to:

- Answer multi-line phone system, route calls, & take hand written messages
- Filing
- Prepare customer mailings (folding & stuffing envelopes)
- Clean and maintain customer lounge
- Create, modify and update reports as assigned
- Receive and log payments via cash, check and credit card
- Data entry
- Other duties as requested

REQUIREMENTS:

Basic computer skills are necessary. A successful candidate will be comfortable answering a multi-line switchboard, able to handle challenges of dealing with the public, and be highly organized with an eye for detail.

Our ideal candidate will offer the following:

- High School Diploma or Equivalent
- Previous phone/receptionist/cashier experience
- A professional appearance
- Ability to work and be friendly with all types of personalities
- Strong communication and people skills -- both written and verbal

- Detail oriented with strong organizational skills
- Ability to handle multiple responsibilities
- Positive attitude and reflect it in their work
- Have the ability to work independently & with a team
- Willingness to pitch in where needed and do what it takes to assist
- Ability to handle a demanding environment
- All applicants must be authorized to work in the USA
- All applicants must have the ability to pass pre-employment testing to include background checks, MVR, drug test, and valid driver's license

Qualified and experienced candidates should forward their resumes via email to Apply@DickScott.com. No phone calls or walk-ins will be accepted. Only those candidates with prior auto dealership experience will be considered.