

Empire Ford is hiring for a Customer Service Representative & Receptionist in New Bedford

Receptionist/Cashier/Customer Service

Job Description:

As a Receptionist/Cashier you will work with our service customers to ensure that the customer's communications needs are met during their overall experience. This position requires strong attention to detail and the ability to multi task. The ideal candidate has a can-do positive attitude . You will be interacting closely with customers and will need to maintain a high level of service aptitude. This position is the first impression our customers have of our company. Therefore, a commitment to consistently extraordinary customer service is required. This is a full time position. Automotive Experience Preferred, but not required.

Service Requirements:

HOURS 7:30AM-4:30PM MONDAY, TUESDAY, WEDNESDAY & FRIDAY & THURSDAY 12PM-9PM

Genuine desire to serve

High School Diploma a MUST

Ability to handle multiple tasks at once

Meticulous attention to detail

Consistent composure

On Time & Reliable

Enthusiastic presence

Professional appearance and communication

Desire to be the best

Receptionist/Cashier/Customer Service Responsibilities:

Answer several phone lines

Assist customers

Cashier

Job Type: Full-time

Please submit resume to: calexander@buyempireautogroup.com

<https://www.empirefordofnewbedford.com/>