

Immediate Opening

Full-time Auto Repair & Towing Receptionist

Job Description:

- Greet customers and assists customers waiting for repairs
- Communicate effectively and politely with all customers, employees, and managers
- Maintain a high level of customer service and professionalism in all aspects of position
- Answer a high-volume of calls and directs them appropriately and/or takes clear messages and detailed notes
- Use the computer and office equipment as needed to perform a variety of tasks as instructed
- Invoicing, filing, and faxing
- Maintain a positive attitude with all customers and vendors
- Order parts as instructed by techs/owner from various parts stores
- Keep records of parts received and tag or distribute accordingly
- Dispatch tow truck drivers on required calls and follow through to payment
- Keep records of all tows performed and inventory on lot
- Must be comfortable working in an automotive repair shop environment
- Light cleaning
- Maintain business casual attire and be well groomed

Requirements:

- Customer service driven, enthusiastic individual who has attention to detail
- Self-motivated and willing to ask questions
- Comfortable working in a fast-paced environment with the ability to multi-task and follow directions
- Some automotive knowledge needed
- Computer literate including QuickBooks and email
- Very organized and can complete duties thoroughly
- Full-time – up to 40 hours per week
- Available Monday through Friday until 6pm and Saturdays until 2pm
- Full-time – up to 40 hours per week
- \$12.00 per hour
- Individual health insurance available