

## Vacancy Advertisement

<b>Position</b>	<b>Saturday Receptionist/Showroom Host</b>
<b>Contract Basis</b>	<b>Part Time Position</b>
<b>Location</b>	<b>Sheehy Motors Naas</b>
<b>Closing Date</b>	<b>16<sup>th</sup> October 2017</b>

The primary role of the Receptionist/ Showroom Host is to ensure that all customer contact is dealt with in a prompt and professional manner ensuring high levels of customer satisfaction in accordance with both brand and dealership standards.

### Main Job Functions

- To answer all telephone calls in a professional and prompt manner (script provided)
- To retain ownership of the customer until the Sales, Service, Parts or any other departments have dealt with the customer
- Encourage rapport building with customers who are waiting and ensure they are not left unattended for long periods of time
- To take an operational approach and welcome customers and visitors to the showroom with warmth, in a prompt, efficient and professional manner whilst providing hospitality as required (tea/coffee/water etc).
- To be familiar with the overall daily operations within the Reception Department
- To bring any problems or situations which affect the smooth running of the Department immediately to the Management
- To ensure the Reception area, Customer Coffee Area and Lounge area, Kitchen are kept clean, tidy and presentable at all times
- To ensure all catering supplies for the Coffee Lounge are in stock, fresh, well presented and accessible to customers

### Person Specification

- Self-motivated professional with excellent customer service skills
- Demonstrate strong interpersonal, written and oral communication skills
- Be personable, outgoing and well presented
- Polite and clear telephone manner

### Key Competencies

- Be fluent in verbal and written English.
- Proficient in Excel, Word and PowerPoint
- Prior experience in a similar role would be a distinct advantage
- Ability to multitask and work under pressure in a busy environment

If you meet the above requirements and are interested in becoming a member of our team please apply with CV & Cover Letter to [hr@sheehymotors.ie](mailto:hr@sheehymotors.ie)

**Closing Date for applications-Monday 16<sup>th</sup> October 2017 (Late applications will not be considered)**