



Customer Service Clerk

Description

We are seeking a dedicated and customer-focused Automotive Customer Service Clerk to join our team. The ideal candidate will be responsible for providing excellent customer service, assisting with the application of automotive loans, and supporting the overall administrative functions of our dealership.

Duties

- Develop communication strategies
- Advise clients on advertising or sales promotion strategies
- Answer written and oral inquiries
- Assist in the preparation of brochures, reports, newsletters and other material
- Address customers' complaints or concerns
- Answer inquiries and provide information to customers
- Arrange for billing for services
- Arrange for refunds and credits
- Explain the type and cost of services offered
- Issue receipts and other forms
- Maintain records and statistics
- Perform general office duties
- Receive payments
- Maintain and manage digital database
- Answer clients' inquiries and provide information
- Consult with clients after sale to provide ongoing support

Closing Date

August 31, 2024

Categories

Services

Employer

Drive True Auto

Location

Transcona

Address

975 Cottonwood Rd
Winnipeg, R2J 1G3

Job Type

Full-time

Education Level

College

Wage

\$25.00 - \$25.00

Email

Qualification

College or higher education

English required

1 year of related experiences

hr.drivetruewpg@gmail.com