

Order Number:

NY1526910

Date Job Order Received:

03/04/2025

Number of Openings:

1

Company Name:

Empire Chrysler Dodge Jeep Ram

Job Title:

Receptionist

Minimum Experience Required:

6 months

Job Description:

Job Description: Greet and welcome visitors in a professional and friendly manner, answer and direct phone calls using a multi-line phone system, maintain a clean and organized reception area, schedule appointments and manage calendars, handle incoming and outgoing mail, including sorting, distributing, and preparing packages, perform data entry and maintain accurate records, assist with office management tasks such as ordering supplies and coordinating maintenance requests, provide administrative support to various departments as needed, handle customer inquiries and provide excellent customer service, regularly update and refresh photos on the dealership website to ensure an accurate representation of inventory and dealership offerings, curate and schedule engaging social media content (including photos, videos, and promotions) across platforms like Facebook, Instagram, etc. Qualifications: Proficient in using phone systems and handling multiple phone lines - Strong organizational skills with the ability to prioritize tasks effectively - Excellent computer skills, including proficiency in Microsoft Office Suite (Word, Excel, Outlook) - Experience with office management tasks such as filing, data entry, and record keeping - Ability to multitask and work well under pressure in a fast-paced environment - Strong attention to detail and accuracy in all work performed - Excellent verbal and written communication skills - Proven customer service skills with the ability to handle difficult situations professionally Starting pay: \$18-\$21/hour based on qualifications and prior experience

Job Location:

Lowville, New York

Pay:

\$18.00 - \$21.00 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: Bush, Jessica (315) 376-6211

Email: jbush@empirecdjr.com