



BURLINGTON HYUNDAI

Job Posting: Part-Time Receptionist

Burlington Hyundai is currently seeking an experienced and professional evening Receptionist to join our dynamic team in the Burlington Hyundai showroom. The successful candidate will be responsible for answering and directing phone calls and greeting guests in the showroom. The Receptionist is the face of Burlington Hyundai and the successful candidate will thrive in a customer focused environment.

Job Responsibilities

- Answer and direct all incoming calls in a professional and friendly manner
- Greet showroom guests and other customers and answer basic inquiries
- Ensure staff receive requests and messages in a timely manner
- Perform other related administrative tasks as requested by management.

Position Requirements:

- Must have an outgoing, professional attitude
- Must be a team player willing to engage in a customer focused environment
- Reception or Dealership experience considered an asset
- Strong computer skills
- Excellent communication skills

Job Type: Part-Time

Monday & Wednesday 5pm - 9pm and every other Saturday 8am to 5:30pm.

*At Burlington Hyundai, we strive to provide the ultimate experience for all of our customers at our dealership. We have been serving Hamilton, Ancaster, Stoney Creek, Oakville, Mississauga and Burlington for over 10 years and we take pride in supporting our community. Our goal is to ensure that each customer is treated with the proper care and respect that they deserve and receive the highest level of customer service. **Burlington Hyundai. Globally Inspired, Locally Driven.***