



Job Posting: Appointment Coordinator

Burlington Hyundai is currently seeking a reliable, energetic and customer focused Appointment Coordinator to join our dynamic team.

Job Responsibilities

- Excellent written and verbal communication skills
- Strong interpersonal skills
- Ability to work independently or in a team environment
- Display strong customer service skills

Position Requirements:

- Must have an outgoing, professional attitude
- Must be a team player willing to engage in a customer focused environment
- Answer all incoming calls and emails related to booking of service appointments
- Manage the appointment schedule to maximize productivity
- Check customer service history to determine recommended services
- Ensure all customers receive all information regarding appointment procedures
- Take steps to exceed customer satisfaction

Job Type: Part-time

Candidates must be available for the following hours:

Monday – Saturday, 7:30am – 5:30pm

Wednesday 7:30 – 8pm

*Flexible shifts.

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.***