

## Part Time Receptionist

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Company: Jago Consultants

Location: London

Category: other-general

**Job Description** Part-Time Showroom Host / Receptionist Our client is a prestige car dealership who are looking to recruit a Receptionist / Showroom Host to join their existing team. This role is based in Mayfair As Receptionist / Showroom Host you will answer incoming calls in a polite and professional manner, welcome guests visiting the dealership and deliver outstanding customer service. You will need to be able to build a rapport with customers, establish their needs quickly and assist in any way required. This position is Part-Time, ideally 4-days per week . Shift-patterns are TBC at this stage

**Showroom Host / Receptionist Role:** Greeting customers, introducing to service, parts & sales Answering telephone in a polite and professional manner. Document call enquiry logs, and relay messages as required Providing refreshments to customers whilst they wait Keeping the showroom friendly and under control Administration duties for the running of the dealership, holiday cover, sickness records, Health & safety Customer satisfaction records Must be able to work with initiative under pressure

**About You:** Experience using AVAYA phone systems would be a distinct advantage Create a memorable, and personal, guest experience You will need to be highly organised Excellent computer skills – Must be trained on Excel Have a smart appearance Excellent telephone manner Enthusiastic Previous Car Dealership experience preferred

**Package:** Approx. £25,000 per annum based on full-time hours, pro-rata'd for reduced hours

**Bonus Scheme** Company Benefits Private Medical 25-days holiday (pro-rata) Showroom Host, Dealership, Car, Motor Administration, Showroom Host, Dealership, Car, Motor Administration, Showroom Host, Dealership, Car, Motor Administration,

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