

Part Time Receptionist

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Company: Jago Consultants

Location: London

Category: office-and-administrative-support

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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