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SERVICE COORDINATOR

OVER 51 YRS IN BUSINESS
FRIENDLY ENVIRONMENT
COMMUNITY ORIENTED
SOCIALLY RESPONSIBLE
NEW FACILITY

What We Value:

Respect
Integrity
Innovation
Commitment to Excellence
Continuous Improvement & Learning
Passion
Experience & Education
Knowledge & Technical Skills
Safety
Fun

Ducharme Motors is seeking a savvy **Service Coordinator**. This individual provides superior customer service and administrative support to the busy service department. The successful applicant must work cheerfully in a team environment and be able to multi-task and accurately book appointments.

Qualifications:

- Customer focused and detail orientated
- Ability to work in a fast paced environment with tight time constraints
- Excellent interpersonal, organizational and communication skills
- Proficient in computer software and office equipment
- Experience answering incoming calls

This is an exciting opportunity to get you into a dealership setting and grow your career. We offer a competitive compensation and benefits package including Company Pension Plan.

COME JOIN OUR TEAM!

Send your resume to Human Resources: fax: (780) 826-7430, e-mail careers@ducharmemotors.com or visit our career website <http://ducharmemotors.com/>

Join Our Team!

