

DUCHARME MOTORS LTD.



JOB POSITION: Service Wash Attendant
REPORTING TO: Service Manager
LAST UPDATED: April 24th, 2007

Ducharme Motors Ltd. is expanding. With our well equipped service departments, committed staff and extended service hours, clearly reflect our goal of total customer satisfaction! We are committed to ensure that vehicle problems are quickly identified & fixed!

This position offers a competitive salary and benefits package! With room for advancement.

Qualifications:

1. Grade 12 Diploma or GED required (or in progress)
2. Must have experience driving both manual and automatic vehicles & clean driving record
3. Strong organizational and communication skills
4. Ability to prioritize and multi-task effectively
5. Must have manual dexterity
6. Must be a good listener and have attention to detail
7. Ability to work in a fast paced environment with tight time constraints
8. Ability to work as part of a team or independently
9. Must be detail orientated

Duties/ Responsibilities:

1. Register and store keys of vehicles
2. Wash and clean vehicles as required, and ensure vehicles are ready to be picked up
3. Drive customers to their destinations in lieu of dealership transportation, as needed
4. Perform detail in and out of rental vehicles as required
5. Follow all company and manufacturer policies and procedures
6. Ensure that all staff comply with Occupational Health & Safety guidelines
7. Perform other duties as required

Working hours: Flexible shifts

Salary: Starting at \$ 12.00 per hour

Please fax current resume quoting position to Human Resources at (780) 826-7430 or email humanresources@ducharmemotors.com or online at www.ducharmemotors.com

Please Note: All applicants applying for this position should read and understand this job description. The listed responsibilities and duties as outlined in this position are to be performed by the successful candidate. However, responsibilities may be added or deleted from this job description without prior notification.

For further information on the town of Bonnyville Alberta, Canada
Please visit www.town.bonnyville.ab.ca



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