

DUCHARME MOTORS LTD.



JOB POSITION: Warranty Clerk
REPORTING TO: Service Manager
LAST UPDATED: April 24th, 2007

Ducharme Motors Ltd. is expanding. With our new large fifteen bay facility, 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!

As the Warrant Clerk of this growing & well respected dealership in Alberta. This position offers both challenge, and career growth. The knowledge you bring to the team of parts & service, your hands on approach, and your overall performance drive will ensure your success in this amazing opportunity. This position offers a competitive salary and benefits package!

COME JOIN OUR TEAM!

Qualifications:

1. Minimum 1-2 years of related work experience an asset
2. Grade 12 or GED required
3. MUST have valid drivers license and clean driving record
4. MUST have basic computer knowledge and ability to prioritize
5. MUST be willing to participate in manufacturer training as required by employer
6. Knowledge of the automotive industry a asset
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. Customer focused and detail orientated
10. Customer service skills
11. Interpersonal, organizational and communication skills required

Working hours: Flexible shifts

Salary: Compensation depending on experience

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 the position of Warranty Clerk 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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