



#### **Company Overview:**

Welcome to 802 Subaru! As one of the largest and fastest-growing dealerships in Vermont, we are excited to be expanding our team and are looking for a Customer Service Representative. This role is designed to help maximize the performance of our Service Department while upholding the highest standards of quality and customer satisfaction. At 802 Subaru, we offer a relaxed atmosphere, job stability, supportive teammates, and plenty of work to keep you engaged. Depending on experience and performance, candidates can expect to earn between **\$45,000–\$55,000** annually, with the potential for increased pay.

#### **Benefits:**

- Medical (Single coverage paid 100% by the company)
- HRA (Our company pays half of your medical deductible up front!)
- Dental (Single coverage paid 100% by the company)
- Vision
- 401k
- Paid Time Off (3 weeks starting)
- Paid Training
- Employee Discounts

#### **Responsibilities:**

- Maintain a professional appearance on the phone and in person at all times
- Obtain information from customers and assist in logging it into the computer
- Communicates both on the phone and in person with customers and potential customers in a professional, friendly, and efficient manner, striving to minimize any time on hold
- Take accurate and thorough messages when appropriate. Note the caller's name and phone number, where they may be reached, time of call, and any message they may have
- Act as an assistant to the Service Manager with correspondence, phone calls, appointments
- Assist the Service Manager with various tasks and duties as required
- Other duties as assigned

#### **Requirements:**

- Prior dealership experience preferred, including warranty administration experience and customer relations
- Outgoing and friendly personality
- Comfortable interacting and dealing with the public; Must have a professional appearance
- Comfortable handling multiple tasks and fulfilling several obligations at once
- Ability to read and comprehend instructions and information
- Able to operate computer based systems
- Must be well organized and detail oriented
- Must possess a valid driver's license

If you're ready to make a difference in the lives of our customers while being part of a supportive work family, we invite you to apply today! Join us at 802 Cars where your career can truly thrive!