



## **Front Desk Sales Associate**

### **Job Duties**

Front desk associates are responsible for the following:

- ✓ Greeting Customers
- ✓ Answering phone calls
- ✓ Invoicing and cashing out transactions
- ✓ Filing invoices accordingly
- ✓ Processing DMV transfers and renewals
- ✓ Dispatching drivers to pick up locations
- ✓ Keeping a clean and neat environment

### **Qualifications**

We are looking for a few key skills for quick learners:

- ✓ Must have a positive attitude!
- ✓ Good Typing skills! Looking for 35 WPM or faster.
- ✓ General computer knowledge
- ✓ Basic Excel spreadsheet skill
- ✓ Great Communication skills
- ✓ No Criminal History (DMV requires a background check and Live Scan)

### **Big Plus**

Some skills that would make applicants stand out:

- ✓ Associates degree or higher
- ✓ Spanish speaking
- ✓ Proficient in excel
- ✓ 40+ wpm
- ✓ Retail Sales experience
- ✓ Experience with buying or selling cars

### **Pay and Bonus program**

- Position starts @ \$15.00 an hour plus tips.
- After a probation we offer a great bonus program where you can earn up to an extra \$1000 per month!