



# ONTARIO MOTOR SALES

CHEVROLET CADILLAC



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## Ontario Motor Sales is currently seeking an **Client Care Representative**

With the advances in technology and the on-line shopping process, we have an immediate opening for an on-line client care coordinator. The successful candidate will be skilled at managing an existing database of clients while providing support to our on-line shoppers via email, chat, text and video conferencing. If you have a passion for people and are looking for an opportunity in an expanding role in the automotive retail sector, we would like to discuss this position with you.

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### WHAT YOU BRING

- The desire to deliver amazing customer experiences
- Strong presentation and communication skills
- Skill and willingness to communicate through various means including video, chat, text, phone and email
- Solid organization skills and attention to detail
- Experience in a sales or customer service environment. Call centre experience would be an asset
- Computer proficiency including knowledge of MS Windows, CRM software, social media and various internet applications
- The knowledge, desire and discipline to follow an organized online concierge process/approach
- Ability and willingness to work in a team environment
- Adaptability and willingness to learn
- Ability to work in fast paced environment with tight deadlines
- Availability to work evenings and Saturdays
- OMVIC certification (may be obtained upon hiring)
- English as a primary language
- Secondary (high) school graduation certificate

### WHAT WE BRING

- Industry leading marketing and management support
- Employee group benefits
- Aggressive compensation plan
- Continuous training opportunities
- Skill and willingness to communicate through various means including video, chat, text, phone and email
- Healthy and safe working environment

### APPLY NOW

Human Resources, Hiring Manager  
Forward your résumé to  
[hr@ontariomotorsales.com](mailto:hr@ontariomotorsales.com)

Ontario Motor Sales Ltd.  
140 Bond Street West  
Oshawa, Ontario L1H 7L8

## **Job Description**

- Answer incoming customer inquiries
- Record and modify customer information within the database
- Engage with clients in a friendly and professional manner while actively listening to their concerns
- Offer support and solutions to customers in accordance with the company's customer service policies
- Other duties as requested

## **Be Prepared to Provide:**

- Criminal record check
- Own transportation
- personal and professional references

## **Benefits:**

- Extended health care
- Dental care
- Vision care
- Vacation & paid time off
- On-site parking
- Company events & social hours