

Collision Centre Administrator

Ontario Motor Sales



Job Description

Ontario Motor Sales has been serving the Durham Region for 97 years and has an immediate opening for an experienced administrator with experience in a collision centre and handling auto insurance claims.

The Collision Centre Administrator is responsible to maintain accurate and current records, and ensure correct payments are made. Customer courtesy at all times.

- To ensure that all customers and prospective clients are greeted and assisted in a prompt and professional manner, exceeding expectations.
- To effectively manage all incoming phone calls, walk-in business and written correspondence, and direct such matters to the appropriate person or department.
- To provide clerical and administrative support to the administrative and sales departments.
- To know, understand, apply and strictly adhere to all municipal, provincial and federal legislation as it pertains to the dealership and his/her job function.
- Experience in handling auto insurance claims is an asset for this position

We offer

- A well-established, stable business environment, in a company that has a Durham region mainstay since 1923
- A competitive compensation package, with benefits (including healthcare, drug, dental, optical, life insurance, pension, uniforms and cleaning)
- Advanced training opportunities

We Require

- Must possess a valid C of Q certificate
- A dedicated, customer-focused individual that knows how to make the customer vvvtheir priority
- Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs), bending, standing, climbing or walking
- Someone who can keep up with the ever-changing technologies within the automotive repair industry

Job Type: Full-time