

REMARKETING COORDINATOR

ONTARIO MOTOR SALES



Oshawa, ON

\$32,000 - \$35,000 a year - Full-time, Permanent

Ontario Motor Sales is a top volume Chevrolet Cadillac dealership proudly serving the Durham Region for over 98 years. With a top producing Certified Pre-owned and Wholesale department, Ontario Motor Sales has an immediate need for a qualified and experienced Remarketing Coordinator. Reporting to our Pre-owned Manager, the successful candidate will be skilled at managing the Day-to-day administration of the pre-owned department including but not limited to:

- Stocking in and managing the paperwork flow of Wholesale and Retail deals
- Creating digital and hard vehicle files for inventory including Lien and accident reports, window stickers and feature reports.
- Arranging the photo and video scheduling of all incoming inventory
- Managing the merchandising process for all retail inventory including writing vehicle descriptions and shooting in initial vehicle photos.
- managing key inventory
- Manage paperwork flow for lease returns
- completing an internet audit to ensure all vehicles are properly presented on-line on the dealership websites and various classified sites
- Miscellaneous tasks relevant to the administrative upkeep of the Used Car Department

While previous automotive dealership experience is not necessarily required, it is considered beneficial.

Schedule: Monday to Friday – 8 Hour Shift

Expected start date: 2021-05-17

Benefits:

- Dental care
- Extended health care
- Paid time off
- Store discount
- Vision care

Apply Now | Human Resources, Hiring Manager | hr@ontariomotorsales.com