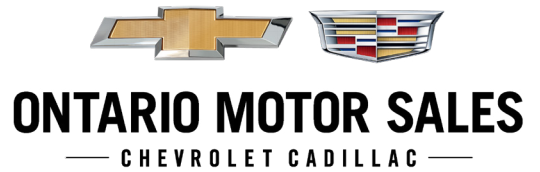


Delivery Coordinator

Ontario Motor Sales



Ontario Motor Sales is a Chevrolet Cadillac dealership proudly servicing the Durham Region for almost 100 years! As a well-established GM Certified Service Centre, we see a high volume of new care sales. We have an immediate opening for a Delivery Coordinator!

As the dealership Delivery Coordinator, you will be an integral part of the Sales Team. You will work closely with the Sales Department and our clients.

Key responsibilities:

- Schedule and prepare deliveries for sold vehicles.
- Complete applicable vehicle software and hardware registrations.
- Responsible for ensuring quality assurance of the vehicle prior to delivery.
- Perform final quality control of reconditioning.
- Report any quality issues to Sales Managers prior to scheduled delivery
- Communicating and explaining vehicle features and options to customers and answering all inquiries.
- Demonstrate vehicle to customer at time and delivery.
- Personalize the vehicle for the customer by pairing phone, setting favorites etc.
- Completion and review of final paperwork with the customer.
- Ensure customers are satisfied with vehicle purchase at the end of delivery.
- Ensure customer is presented with an opportunity to review their experience

What you will need to succeed:

- Proven dealership experience is preferred but not required
- Valid Ontario driver's license with a clean driving record.
- Customer service experience required.
- Strong organizing and multi-tasking skills.
- Team oriented with a positive attitude.
- Strong attention to detail with a passion for delivering amazing customer experiences
- Flexible to work outside at times within business operations.
- OMVIC license an asset.
- Availability on weekday evenings and weekends.

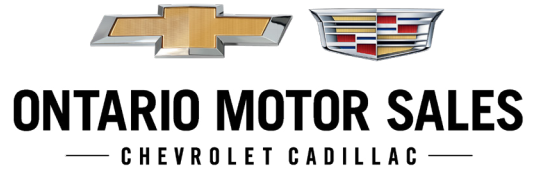
We Offer:

- Salary plus Bonus Plan
- A well-established, stable business environment, in a company that has been a Durham region mainstay since 1923
- A competitive compensation package with benefits (including healthcare, drug, dental, optical, life insurance, pension
- Support in career advancement
- On-going training

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

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- Great team environment
- Employee events

If you are passionate, customer focused, and thrive in a team environment, we encourage you to apply! We thank all applicants for their interest in Ontario Motor Sales – please note due to the volume of applicants, only those selected for an interview will be contacted.

Ontario Motor Sales is an equal opportunity employer and is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your application.