

Job Opportunity

Heritage
automotive

Job Title	Part Time Reception duties (Saturdays & Sundays)
Location	Heritage of Weston
Reporting to	Sales Manager
Job Purpose	To ensure our Customers receive a first class experience when calling or visiting our site.
Main Duties	To receive incoming telephone calls and distribute to appropriate individuals or department. To maintain Customer Hospitality area. Meet and greet Customers and assist in busy times. <ul style="list-style-type: none">•
Essential requirements	Smart appearance with a willingness to engage with Customers and put them at ease also a pleasant telephone manner.
Desirable requirements	Ability to cover Holidays & sickness during the week. (Aria Reg. 11)
Closing date for applications	March 12 th 2010
I If you are interested in this position please contact Mike Dowling Group HR Manager 07796177023 or email your CV to mike.dowling@heritageautomotive.co.uk quoting HAWebsite.	

Heritage Automotive is an equal opportunities employer