

Empire Ford of New Bedford is looking for a full-time Receptionist/Cashier

Come work for a great team!

Job description

We are seeking candidates who enjoy working with the public and have a friendly, outgoing personality. As a team-oriented company, we seek employees who can be flexible with their work hours. The ideal candidates are dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.

Our NEW BEDFORD LOCATION hours are Monday – Thursday from 11am-7pm and Saturday from 8am-6pm. Empire Ford of New Bedford is located at 395 Mt. Pleasant St., New Bedford, MA 02746

Duties: Answering phones, receipting money, balancing deposits for the shift, filing, assisting sales department with vehicle documents, assisting service customers, various miscellaneous duties. Dress code: Business Casual.

Must perform basic math skills to collect payments and make change. Must operate registers, scanners, credit card/debit card payment machines and must have basic computer skills. Will be required to handle refunds in a quick and efficient manner, maintain an accurate cash drawer and take a tally of the funds in the cash register at the end of the shift. You will also be answering phone calls and transferring to the correct department. This position requires strong attention to detail and the ability to multi task.

Portuguese and/or Spanish speaking a plus.

Genuine desire to serve

Ability to handle multiple tasks at once
Meticulous attention to detail
Consistent composure
On Time & Reliable
Enthusiastic presence
Professional appearance and communication
Desire to be the best

Job Type: Full-time

Salary: \$15.00 – \$16.00 per hour

Expected hours: 40 per week

Benefits:

401(k)
Dental insurance
Employee discount
Flexible schedule
Health insurance
Paid time off
Vision insurance

How to apply: Please email resume to Jean Ostrom at jostrom@empirefordinc.com.