

## **Job Summary:**

Our automotive shop is seeking a multi-talented individual to assist with various tasks such as administrative support, marketing, and IT-related duties. The successful candidate will be an organized, self-motivated individual capable of handling multiple responsibilities and working collaboratively with others.

## **Key Responsibilities:**

Assist customers with scheduling appointments and answering inquiries over the phone or in person  
Perform general administrative tasks, such as data entry, filing, and maintaining records  
Create and implement marketing strategies to promote the shop's services and products  
Manage the company's social media presence and online reputation  
Troubleshoot and provide basic IT support for the shop's computer systems and equipment  
Assist service advisors with tasks such as ordering parts, preparing invoices, and managing inventory  
Maintain a clean and organized shop environment  
Other duties as assigned by management

## **Qualifications:**

High school diploma or equivalent required; post-secondary education in a related field is an asset  
Previous experience in a customer service or administrative role is preferred  
Basic knowledge of marketing and social media platforms is required  
Proficiency in Microsoft Office and basic IT troubleshooting skills are required  
Excellent communication and interpersonal skills, with strong attention to detail  
Ability to work in a fast-paced environment, prioritize tasks, and meet deadlines  
Experience with automotive retail is an asset but not required

Position comes with a competitive compensation and benefits package. This can be a full-time or part-time position with flexible hours, Monday through Friday.

**If you are an experienced and detail-oriented professional looking for an exciting opportunity in the automotive industry and want to work in a close-knit, family-operated business environment, we encourage you to apply for this position. Please submit your resume and cover letter for consideration at [Careers](#).**