**Service Receptionist in Automotive Business**

**San Leandro Chrysler Jeep Dodge - Kaiserslautern, Germany**

[**Apply Now**](javascript:void(0);)

**At Fifth Wave Automotive Group, we strive to make every customer a customer for life. Our US dealerships have been proudly serving the Ramstein airbase locations for many years. Our promise is to keep delivering the same top-notch service and value that our community has come to expect from all of our dealerships through the years.**

**Are you looking for a job that combines competitive pay with good culture? Have you been considering the automotive industry but don't know how to break in? Are you passionate about cars? If you answered yes to any of these questions, we want to talk to you.**

**What We Offer:**

* **Competitive Compensation – GBP 12.50 Hour**
* **Flexible Schedules – Support Students Schedules**
* **Vision / Dental / Health Insurance/Life**
* **Bonus Incentives**
* **Company Catered Lunches Quarterly**
* **Apprentice Program and Career Pathing**
* **Great Culture**
* **Promote From Within! (Huge part of our Culture)**
* **Discounts on Parts & Services**
* **Family Owned & Operated**
* **Company Outfits**
* **Community Involvement**

**RESPONSIBILITIES:**

* **Responsible for taking inbound service reservations and making outbound service follow-up calls**
* **Must be able to handle multiple phone lines and multi-task**
* **Educate self on latest service & product offerings, including pricing**
* **Generate appointments for our Service Department and be proactive in outbound prospecting and lead activity management in an effort to qualify and retain existing service customers**
* **Handle all incoming service reservations**
* **Be available to respond to service inquiries in a professional, well-spoken manner**
* **Prepared to interact with customers via phone calls every day (similar to call center processes)**
* **Correspond with Service Advisers, Service Managers, and Customers in a professional environment**

**REQUIREMENTS:**

* **Good verbal and written communication skills in English and at least one other language**
* **Service or Dealership experience preferred**
* **Able to handle objections over the phone**
* **Proficient with Microsoft Word, Excel, and Outlook**
* **Time management, prioritization skills, and the ability to multi-task are required**