## **Used Car Lot Attendant**

St. Vincent de Paul is looking for ambitious and hardworking individuals to add to our team! We have full-time work available as a 3rd Key Associate at our Used Car Lot. Candidate must have exceptional customer service skills, administrative experience, attention to detail, lift up to 50 lbs., and work hard and efficiently in all weather conditions. This position also requires motivation and working as part of a team.

**Responsibilities and Duties:**

* Greet customers and provide them with excellent customer service
* Answer phone calls regarding general information and SVdP resources
* Assist customers on sales floor with questions about miscellaneous products
* Act as cashier to ring in purchases and provide info on condition of vehicle
* Negotiate reasonable price based on asking pricing of vehicle
* Perform basic vehicle inspections (fluids, tires, general condition)
* Accurately Complete all required St. Vinnie’s and DMV documentation for vehicle sales
* Wash, vacuum, detail cars daily and as needed
* Assist with daily paperwork, other cleaning tasks, and running errands
* Able to drive flatbed truck to and from scrap yard
* This list is not all-inclusive, and other duties may be assigned

**Knowledge, Skills, and Abilities:**

* Administrative experience and great organizational skills
* Be a team player on energetic, hard-working, and fun team
* Work in a fast-paced environment
* Strong verbal communication skills, and not afraid to ask questions
* Stand for 8 hours
* Must have valid driver license
* Lift, push and pull up to 50 lbs.
* Pallet jack experience is helpful

**Job Type:** Hourly. Full time.

**Schedule:** 9:30 a.m. - 6:00 p.m. Split day off. (Sundays off and one week day)

**Benefits:**

* Health and Dental insurance
* Employee Assistance Program
* Employee discount
* Flex time
* Vacation and holiday pay
* 401k