

**Receptionist / Host – PT
Oxford**

£17,600 Pro Rata (£8.50 per hour) plus company benefits.

Johnsons Cars are one of the UK's leading independent Franchise Dealership Networks, with 31 multi-award winning Dealerships across the UK. Established in 1999 we have grown rapidly to represent a variety of global car manufacturers with 12 marques in total ranging from Volkswagen to Volvo, Honda, Toyota Lexus and Mazda to Fiat, Hyundai, Seat, Alfa Romeo, Abarth and Skoda.

At Johnsons Cars, we maintain the highest standards of professionalism and integrity at all times and recruit to deliver excellence in customer service with our expertise and enthusiasm. We have a fantastic opportunity available across our network and are looking for motivated, enthusiastic and committed individuals to join our team.

We require two PT Receptionists of the highest calibre to join our busy front of house department at our Volvo Dealership in Oxford. We offer a superb opportunity to the right person who is able to demonstrate a successful and stable track record (ideally within the automotive industry although not necessary as full training will be provided).

Role and Responsibilities:

- To engage with customers as they visit the dealership, and direct them to the right department.
- Take responsibility, as the Dealership Host, to cater to customer's needs, including serving tea and coffee whilst customers wait in the lounge
- Manage the switchboard of the Dealership, directing enquiries and calls to the right departments.
- There is a small amount of administration involved in this role.

The ideal candidate will:

- Have an open and outgoing personality; someone who is easily engaged and feels comfortable engaging with the general public.
- Be well presented, articulate and have experience working with Microsoft office 356 (or similar)
- Have switchboard experience (however not necessary as full training will be given), However you certainly cannot be shy of the phone.
- Ideally hold a valid UK driving licence.

The successful applicant will be highly motivated, efficient and organised. You must possess excellent communication and customer handling skills.

We are currently recruiting for two roles:

1. Weekday PM - 25 Hours per week (Monday to Friday 1pm to 6pm).
2. Weekends - 11.5 hours (Sat - 8.30am – 5pm and Sunday 10am – 4pm). (request Bank Holiday cover aswell)

Both roles are permanent positions so include a range of company benefits including 20 days paid annual leave (rising to 25 days with longevity of service).

If you feel up to the challenge and have the relevant experience and ability, we are looking for **APPLY TODAY!**

Please submit your updated resume to: ihra@agglobeservices.com