

Job Description

Vehicle Sales and Administration

We are currently looking for a full-time **Vehicle Sales and Administration Person** to join our team in Surrey, BC. Reporting to the Vice President Sales, the Vehicle Sales and Administration person will be responsible for developing new business and maintaining business relationships with current customers. This position will also require the completion of certain administration tasks in support of the Sales Department.

Join our team and be part of an amazing team that fosters trust and collaboration. We offer a competitive salary, commission, company bonus, comprehensive benefits package, pension, and an excellent work environment.

Responsibilities:

- Generate and develop new vehicle sales business
- Generate and develop used vehicle sales business
- Service and maintain business relationships with current customers
- Make in-person visits to prospective customers
- Complete administration tasks in support of the sales department
- This is an office-based position

Education, Experience, and Requirements:

- Valid driver's license
- Clean driver's abstract
- Strong interpersonal and communication skills
- Excellent customer service skills
- Ability to travel minimally within Canada and the US for sales and training purposes
- Proven ability to prioritize and manage time
- Previous sales experience