BDC (Business Development Center) Representative

The ideal candidate for this position has relative work experience, exceptional interpersonal skills, excellent communication skills (Good verbal skills and a clear speaking voice). Must have the drive and desire to meet production goals and expectations. Experience in telemarketing is preferred but not required. Effective time management skills, and professional dress, speech, and behavior are all required for this position. Part-time, schedule is flexible and negotiable. Please submit resume by email to: watsonchevy4u@gmail.com.

- Create quality showroom traffic with effective follow up and daily appointment setting practices
- Confident phone presence and heavy outbound call and email follow up as required
- Safeguards customer information by continually following Information Security procedures
- Coordinates questions and issues with the appropriate department personnel
- Directs clients to the appropriate department or point-of-contact
- Maintains client information into the designated software system
- Follows up after visit to ensure customer satisfaction
- Experience in Customer Service
- Strong understanding of grammar and verbal communication skills
- Strong computer/internet, mobile/Smart phone, and Social Media skills
- Demonstrated ability to work well with others and be a team player
- Energetic, self-motivated, and dependable
- Helpful attitude, positive demeanor and outgoing personality
- Highly professional
- Process/Goal and deadline driven
- Punctual and reliable
- Strong problem solving and analytical skills
- Benefits discussed on request

801-394-2611  www.johnwatsonchevrolet.com  Fax 801-393-5002