

# **TAG** Trotman Auto Group

## **Job Description**

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<b>Position:</b>	<b>Sales and Lease Consultant</b>
<b>Location:</b>	<b>Comox Valley Dodge</b>
<b>Employment Status:</b>	<b>Full Time</b>
<b>Department:</b>	<b>Sales</b>

### **Position Summary:**

The Sales & Lease Consultant is responsible for promoting and ensuring high customer satisfaction with every client, as well as generating sales department revenue through the sale of vehicles and promotion of business products.

### **Primary Duties and Responsibilities:**

- To promote and complete the sale of vehicles in an appropriate, professional and ethical manner with the highest regard to exemplary customer service
- Articulate vehicle selection, attributes, model options, features, purchase and finance options, and dealership policies/services
- Complete all sales documentation in a comprehensive and accurate manner
- To service all allocated sales inquiries in a prompt and effective fashion
- Remain educated on all product knowledge, finance options, promotions, value-add products/services, servicing plans, and industry trends
- Keeping the showroom clean, neat, current, stocked, and safely displayed
- Actively promoting and developing new business
- Compiles lists of prospective customers for use as sales leads
- Maintains customer profiles in DealerSocket
- Consistently following up with customers and maintain rapport with customers and managers
- Communicate effectively with customers and managers
- Mandatory completion of walk around, road test and follow up process as outlined by management
- Follow all Trotman Auto Group policies and procedures as outlined in Employee Handbook and management

### **Qualifications:**

- Minimum 6 months in a sales role
- Provincial sales license preferred but not required
- Excellent interpersonal and relationship-building skills
- Excellent written and oral communication skills
- Excellent customer service skills with the desire to exceed expectations
- Ability to effectively respond to and meet the needs of a diverse client base
- Computer Skills - MS Office applications, Outlook, Dealer Socket
- Valid Class 5 driver's license with a clean driver's abstract

## **Benefits:**

As part of Trotman Auto Group's culture and vision, we believe success comes from great people within the organization that are knowledgeable, inspired and love what they do; people who do not only attain their personal and collective goals, but live and work to their full potential.

- Competitive compensation and benefits packages
- The ability to grow within an expanding and progressive dealer group
- A healthy and safe work environment
- A fun work environment with many social events