

ESSENTIAL JOB FUNCTION

POSITION: Sales Person

PAY STATUS Non-exempt

PAY RANGE:
Commission

POSITION DESCRIPTION: This is an exciting and challenging position offering a rewarding career for your diligent efforts. Greets all customers, establishes rapport, common ground, and relationships with customers, identifies customer wants and needs, and works in the best interests of our customers, completes information required on all sales forms (DMV, credit applications, offer to purchase contracts), schedules appointments with prospective buyers, responds to direct inquiries and follows-up with previous customer contacts, able to work with customers to match their needs to our vehicles, able to communicate the benefits, features, specifications, prices, options, accessories and models for all product lines, safely drives vehicles on pre-established demonstration route, physically inspects both vehicles for sale and vehicles presented for trade-in to identify any defects, flaws, blemishes or damage.

Skills & Requirements:

People who have succeeded in this position are positive, friendly, open minded, courteous, energetic, eager, self motivated, have a burning desire for success, unbreakable will to achieve and satisfy customers, and detail oriented with a self-directed work ethic and the ability to prospect for potential customers and follow through with excellent customer service with both unsold and sold customers in order to build a customer base for the highest level of success. Must have a valid Arizona driver's license with acceptable driving record and drive a manual and automatic transmission.

ESSENTIAL JOB FUNCTIONS:

POSITION SUMMARY: Sells new and-or used vehicles to retail customers. Includes three broad areas of activity: self-directed follow-through and lead development, product education and selling. Greets all customers; completes information required on all required sales forms (DMV, credit applications, offer to purchase contracts); uses the telephone for scheduling appointments with prospective buyers and responds to direct inquiries and follow-up with previous customer contacts; able to communicate the benefits of new features, specifications prices, colors, options, accessories, models, series and standard equipment on all product lines; safely drives vehicles on pre-established demonstration route; physically inspects both vehicles for sale and vehicles presented for trade-in to identify any defects, flaws, blemishes and damage, either on the exterior or interior.

ESSENTIAL JOB REQUIREMENTS:

1. Clearly communicates (in person and by telephone) with co-workers and customers.

2. English reading skills sufficient to read all documents, information and directions.
3. Arrives at work daily as scheduled with consistent, regular and timely attendance; ability to work extended hours (potentially 10 hour days) AND spur of the moment overtime on a regular/irregular basis.
4. Completes forms, documents and reports in a legible, accurate manner.
5. Accurately compares, reads and records identification numbers up to "18" alpha and numeric series (i.e.. Vehicle Identification Numbers, part numbers).
6. Mentally recalls, tracks and accurately repeats to others the customers' names and any pertinent information.
7. Works cooperatively and courteously with a diverse population of co-workers and customers. Clearly and effectively communicates with diverse work group; handle frustration, anger and pressure without internalizing.
8. Works with more than one person and/or task simultaneously, maintaining a cordial and friendly manner at all times.
9. Extensive and continuous (up to 8 consecutive hours) standing and walking on cement, unusual parking lot surfaces, tile, linoleum and other interior and exterior flooring surfaces.
10. Repeated and regular getting in and out of different size vehicles.
11. Ability to maintain good employee relations by acting courteously and amicably towards other co-workers.
12. All physical requirements detailed on attached chart.

Important Note: We offer a competitive benefit package including: 401K Plan; medical insurance (company pays 50% of cost); paid vacation days and more. The Jim Click and Holmes Tuttle Automotive Team is an Equal Opportunity Employer.
M/F/D/V