

# **Business Development Center Appointment Setter Ford Dealership**

**AGK = Ford** is looking for highly qualified phone/internet specialist to work in our Business Development Center setting appointments for Monmouth and Ocean County dealership. This position offers excellent income potential and an excellent career path with opportunities for advancement both within and outside of the department. The Lester Glenn Auto Group provides a rare blend of outstanding leadership and a culture that is distinctively people-oriented.

## **Primary Duties & Responsibilities will include:**

- \* The Business Development Appointment Setter will be responsible for lead Management activities in support of the company's sales goals
- \* Will drive traffic for the sales departments by setting appointments for prospective customers handle incoming calls; follow up on customer visits, responding to internet lead requests
- \* Will be responsible for handling heavy call volumes, ability to make 100+ Outbound Calls each and every day.
- \* Will provide customers with knowledge of all dealership products and services.
- \* Provides Exceptional Customer Service
- \* Other Duties and Responsibilities as assigned

## **Job Requirements include:**

- \* Must have the drive and desire to meet Sales and Performance goals and expectations
- \* Must possess superior verbal, written and communication skills including the ability to initiate dialogue with Service Advisors and Managers and communicate effectively and efficiently
- \* Computer proficient, automotive experience helpful but not required.
- \* Phone experience preferred, position requires typing while maintaining accuracy.
- \* Must possess a positive attitude and serious work ethic
- \* Must be dependable, friendly, enthusiastic and self motivated
- \* Knowledge of manufacturing brands, models, years, etc. pref.
- \* Organized, multi-tasked, self-motivated with the ability to work effectively as part of a team in a fast-paced, dynamic environment where superior time-management and prioritization skills are essential and required.
- \* Bi-Lingual persons are urged to apply!
- \* Must be flexible to work Saturdays

***Our comprehensive compensation package includes competitive salary, vacation, sick, personal days, health, dental, vision, Supplemental Insurance through Aflac, 401K plan with employer match. Resume without salary expectation will not be considered.***

We Are an Equal Opportunity Employer and a Drug Free Workplace.