



## **SHOWROOM HOST BARATARIA BRANCH**

The Showroom Host is primarily the first point of contact with all TTTL's customers and is responsible for providing exceptional Customer Relationship Management for new and returning customers.

### **MAINTASKS**

- Greet customers warmly upon arrival at the showroom and provide them with support to queries about TTTL services.
- Attend to incoming calls promptly and provide requested information or redirect enquires to the relevant person/department.
- Book and /or confirm appointments for after sales Maintenance Services.
- Receive and document customer complaints and direct it to the Customer Experience Department.
- Handle incoming and outgoing mail in accordance with the Company Mail policy.
- Manage and keep accurate inventory records of merchandising items.
- Market merchandising items to customers.
- Other related duties that enhance the customer's visit to the showroom.

### **MINIMUM EDUCATION & QUALIFICATIONS**

- 5 CXC O' Level passes including English.
- 2 years' experience in a similar position.
- Certificate in Customer Service Skills/Hospitality would be an asset.
- Excellent oral communication skills.
- Proficient in Microsoft Office.

### **HOW TO APPLY**

Applications to be sent to: [careers@toyota-trinidad.com](mailto:careers@toyota-trinidad.com) no later than **September 9, 2024**.