



## TEMPORARY SHOWROOM HOST SAN FERNANDO 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 enquiries to the relevant person/department.
- Book and /or confirm appointments for after sales Maintenance Services.
- Receive and document customer complaints and direct them to the Business Support & Strategy 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 can be sent to [careers@toyota-trinidad.com](mailto:careers@toyota-trinidad.com) no later than **May 8, 2026**.