

FINDING WORK



COLLEGE PARK MOTORS

The Company

College Park Motors is an independently owned GM Automotive Dealership established in 1997. The business currently employs 21 full time employees, and two part-time employees.

The Ideal Candidate

The ideal candidate at College Park Motors will:

- be motivated
- have a strong work ethic
- be a team player
- have excellent communication skills
- have a neat appearance

The Work

College Park Motors offers employment in the following fields: sales, office staff, parts, detail clean up, and technicians for its service and repair department.

Office

- Perform general office duties
- Prepare and issue bills, invoices, account statements using computerized and manual statements
- Respond to customer inquiries
- Perform related clerical duties such as data entry, switchboard, filing
- High school diploma supplemented by college business or accounting is preferred



Automotive Service Technicians

- Customer reception
- Review work orders under supervision
- Inspect motor in operation, test automotive systems and components using computerized diagnostic devices to diagnose faults, research and analyze problems
- Adjust, repair or replace parts and components with a high degree of workmanship and accuracy
- Perform scheduled maintenance services
- Completion of secondary school and completion of four-year automotive service technician apprenticeship program. Certification is compulsory in Alberta.



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Parts

- Greet customers
- Provide courteous and effective service
- Order parts and keep inventories
- Organize and ship exchange parts and returns
- Lift up to 20 kg
- May be required to hold a recognized trade certificate

Detailers

- Responsible for clean up of vehicles at lot and for delivery, including washing and waxing vehicles, cleaning upholstery, cleaning windows, vinyl and leather surfaces, and vents.
- May be required to operate specialized cleaning equipment

Sales

- Greet customers and determine their automotive needs
- Advise customers on products and services
- Estimate or quote prices, credit terms, trade-in allowances, warranties and delivery dates
- Demonstration of product
- Maintain sales records
- Prepare sales
- Must be highly motivated
- Must pass Alberta Motor Vehicle Industry Council Licensing examination
- Must be bondable and provide criminal record check.

Training

College Park Motors provides WHMIS, First Aid and CPR training to all its employees. The company also trains its employees using online GM Sales Training modules.

The Hours, Pay and Benefits**Hours of Work**

Sales 8:00 a.m. – 6:00 p.m.
Monday to Friday
8:00 a.m. – 4:00 p.m.
Saturday

Service/Parts 8:00 a.m. – 5:30 p.m.
Monday to Friday

Office 8:00 a.m. – 5:30 p.m.
Monday to Friday

Lube Bay 8:00 a.m. – 6:00 p.m.
Monday to Friday
8:00 a.m. – 4:00 p.m.
Saturday

How to Apply

Fax, e-mail or drop off résumés in person to:

Larry Alward, General Manager
College Park Motors
4512 Railway Avenue
Vermilion, AB T9X 1E9

Tel: 780 853-4646
Fax: 780 853-5225
Email: lalward@collegeparkgm.com

Follow-up contact is recommended.