



Sales Administrator - Full Time

Aberfoyle Snomobiles Ltd is an OEM powersports dealer servicing and selling Arctic Cat Snowmobiles, ATVs, Side by sides, Argo XTV vehicles, and Triton trailers. We are a family owned business that has been serving customers across southern Ontario since 1971.

Applicant must have some experience with powersports related products or similar industry and enjoy working with people. Position will include the following, but are not limited to, sales, updating online inventory, processing financing paperwork, working with customers to complete finance applications, answering the telephone, writing invoices, and general business administration duties. Must be able to work some evenings until 8, Saturdays (we are currently open 9-1 on Saturdays) and powersports related trade shows. The successful sales administrator is an individual who is motivated, and organized.

Essential Functions and Responsibilities

- Greet customers immediately in a courteous and friendly manner
- Responsible for inventory management, updating online inventory and pricing
- Uphold a professional nature while working with confidential finance documents
- Process customer finance applications
- New and Pre-Owned vehicle sales/deals processing
- Answer phone calls and provide price quotes and relevant information
- Assist general manager in processing vehicle deals
- Product marketing duties as required
- Handle customer complaints reasonably, showing empathy and a positive attitude, and demonstrate our commitment to excellent customer service
- Foster relationships with customers to establish customer retention
- Ability to manage multiple duties simultaneously
- Outgoing, personable, team player with a superior work ethic
- Excellent time management and organizational skills
- Detail-oriented team player with strong work ethic
- Perform other duties as assigned

Qualifications:

- Previous dealership experience is a must
- Previous financing and Dealer track experience is a plus
- Proficient in Microsoft Office and Adobe Acrobat software
- Knowledge of Arctic Cat history and brand is a plus
- Ontario Secondary School Diploma

Industry leading compensation based on experience with benefits package to be discussed during Interview.

Please send your resume to: Darryl@aber-sno.com