

Job title: Sales Secretary
Department: Sales Department
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

Assists the marketing director and the sales manager by performing various administrative tasks related to automobile transactions.

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Opens and prepares files for vehicle sales and dealer exchanges.
- Records vehicle sales and purchases in the computer system.
- Processes the sales advisors' end-of-month commission sheets, before they go to the accounting payroll.
- Prepares various statistical reports on sales, stock, orders and management. Forwards the reports to the sales manager.
- Records the manufacturer's invoices in the computer system and makes the adjustments to balance the accounts.
- Places special orders with suppliers for the purchase and installation of additional items sold to customers.
- Organizes and plans dealer exchanges, together with the sales manager.
- Forwards the information required to invoice the dealership exchanges to accounting.
- Forwards the information required to issue the cheques to accounting.
- Helps the marketing director register new and previously used cars.
- Helps the marketing director prepare the documents on the vehicles required for tax and lien purposes, as well as the documentation required by the Société de l'assurance automobile du Québec.
- Prepares the documents required to register the demonstration cars.
- Processes/records all vehicle warranties and all extended maintenance contracts and keeps a log of all the contracts which have been processed and mailed.
- Trains colleagues to assume the daily responsibilities of sales secretary.
- Replaces the receptionist, as necessary.
- Maintains a professional appearance and a tidy work station.

- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.

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