



**TOYOTA**

## Schedule 2 – Position Description

Title **Vehicle Sales Assistant**

Reports to **Sales Manager**

### Principle Accountabilities

1. Maintain our website and online presence to an acceptable franchise level. This includes but is not limited to; South Canterbury Toyota website, Trade Me, Facebook, Instagram. Vehicle presentation, photos and description are key.
2. Assist the Sales Manager and Sales team in preparing vehicles for sale and preparing vehicles for delivery, once sold.
3. Assist the Business Manager with Finance and Insurance support.
4. Assist the Sales Team/Sales Manager in day-to-day vehicle administration
5. Assist in customer delivery planning for the dealership in conjunction with the Sales Manager
6. Help other departments in the dealership with their duties when necessary and asked to by the sales or branch manager.
7. Check with Sales Manager each morning for daily work plan.

### Responsibilities (In no particular order)

1. Keep your work space tidy and clear of hazards at all time.
2. Report any damage to vehicles or property that you find.
3. Maintain a clean and professional appearance at all times, including correctly wearing company uniform.
4. Attend all department and staff meetings when required.
5. Comply with the Dealerships Environmental policy at all times, especially with the handling and storage of hazardous substances. Recycle/reuse any packaging material that you can and correctly dispose of any obsolete items. Seeking advice if you are unsure.
6. Ensure that hoses, electric cables and cords etc. are repaired or replaced when necessary and all equipment is put away when not in use.
7. Liaise with all staff in a helpful and courteous manner at all times.
8. Take extra care when driving customers vehicles.



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9. Always adhere to the road rules.
10. Assist the sales manager and sales team with organizing reconditioning required for traded vehicles in preparation for sale.
11. Complete regular yard checks to ensure vehicle are presented to a high standard
12. Assist the Sales Manager in preparing new vehicles for customer delivery, including customer contacts and organizing any pre-delivery items required.
13. Working with the sales team, sales manager and vehicle administrators to facilitate customer new vehicle orders from time ordered to delivery.
14. Adhere to the Toyota New Zealand terms of trade advertising standards. These can be obtained from the Sales Manager
15. Complete all tasks in a safe manner, wearing any personal protective safety equipment supplied. (refer Health and Safety Policy and/or equipment procedures).
16. At all times represent the company in a professional manner which advances the interests of the company and its employee's.