

About the job:

Due to our recent growth, Premier Limousine is looking for a new sales associate for our reservations department. The position is dynamic and involves a combination of booking reservations and following up on website leads. Your day will consist of answering and making phone calls, as well as responding to email leads received from our website.

The desired candidate will possess the following qualifications:

- Excellent verbal communication skills
- Good written communication skills
- Willingness to take constructive criticism
- Self-Starter
- Strong organizational skills and attention to detail
- Ability to operate a computer
- Familiarity with Microsoft Outlook
- Ability to function in a fast paced environment
- Willing to work flexible hours

To apply for the available sales associate position send your resume to lorir@premierlimo.com and a brief description of why you feel you are the right candidate for the position.