



Receptionist - Part Time

[Bergstrom Kia of Appleton](#)

DRIVE YOUR CAREER FORWARD AT BERGSTROM
AUTOMOTIVE AND **APPLY TODAY.**



WHAT YOU'LL DO

- Provide excellent first impressions to our guests by greeting and determining the nature of their visit and ensuring they are connected with the correct department (Sales, Service, Body Shop, Parts, Financing)
- Answer a multi-line phone system with the Bergstrom Greeting and to Bergstrom Standards
- Oversee Sales Advisor rotation
- Assist in maintaining vehicle records, dealership paperwork, and incoming/outgoing mail

Schedule: Shifts available Monday-Thursday 3:00 pm to 7:00 pm, Friday 3:00 pm to 6:00 pm, and Saturday 8:00 am to 5:00 pm.

Earn an extra \$2.00 per hour worked every Saturday!

WHO'S RIGHT FOR THE JOB?

- Upbeat and positive personality
- Active listening skills
- Ability to provide excellent guest service
- Strong communication skills
- Willingness to help out in various areas of the dealership
- Ability to build relationships with team members and guests
- Prefer experience working in Google Drive
- Previous administrative or reception experience preferred but not required

OUR COMMITMENT TO YOU

- Competitive compensation!

- Medical, Dental, Vision, Short and Long Term Disability, and Life Insurance (for FT team members)
- Two weeks of PTO upon start date (for FT team members)
- Discounts on vehicles, service, and parts
- 401(k) with company match for FT team members
- Paid Holidays (for FT team members)
- Wellness Program
- Free Team Member Clinic
- Free Health Coach
- Employee Assistance Program
- Employee Referral Program
- Training and opportunities for career growth and advancement

WHAT MAKES BERGSTROM DIFFERENT:

- Wisconsin's largest automotive group and is a top 50 automotive dealer in the US
- Established in 1982 in Neenah WI
- 2,300+ team members working in Green Bay, Kaukauna, Appleton, Manitowoc, Neenah, Oshkosh, Madison, and Middleton
- 39 dealerships representing 36 brands
- Consistently recognized by Automotive News as the top dealership group to work for in Wisconsin and one of top dealership groups to work for in the United States
- Received Glassdoor's "Best Places to Work" award
- Recognized by the Better Business Bureau and Time Magazine
- We are committed to giving back to our communities by supporting local organizations including Make-a-Wish, United Way, and Breast Cancer Research at the Medical College of Wisconsin

Drive your career forward today! APPLY NOW!

Bergstrom Automotive is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.