

5/4/2017

Hiring Part-Time Cashier/Filing Clerk

- * Foss Motors Ram Dodge Chrysler Jeep in Exeter, NH
- * Position starts immediately
- * 24 hours per week
- * Monday-Thursday 3pm-7pm & Saturday 8am-4pm

Responsibilities include:

- * Answering incoming phone calls
- * Processing customer payments
- * Organizing daily paperwork in numerical order and filing accordingly
- * Scanning documents into electronic filing system

Please contact Foss Motors Office Manager, Kari Smith, at ksmith@fossCars.com with your resume, contact information, and how you heard about the position.