



Receptionist * Robert Green Auto and Truck Inc. Monticello, NY

Overview: Robert Green Auto & Truck Dealership is seeking Receptionist in Monticello, NY. Robert Green Auto & Truck Dealership is seeking positive and motivated individuals for Receptionist positions. The Receptionists are responsible to answer phone calls promptly and greet customers. They will assist the customers on phone or in person with connecting them to the appropriate staff. And other duties as assigned

Skills required to perform the job. Dependable - Must come to work on time and be dependable - Must be willing to work the required hours - see below, Communication, Customer Service, Computer Skills

Shift, Salary, and Benefits: These are full-time positions, Monday - Friday, from 7:45 AM to 5:45 PM and Saturday from 7:45 AM to 12:45 PM. \$16.00- \$17.00 hourly Depending on experience and skills, Benefits include Health Insurance, Paid Vacation, Paid Sick, Holiday Pay and 401K/Retirement.

To apply send resume by email to rjg@robert-green.com or in person at Robert Green Auto & Truck Dealership, 236 Bridgeville Rd, Monticello, NY 12701