

**Job Description **

We're looking for a self-driven, **tech-savvy**, detail-oriented individual to take on the position of **Sales and Marketing Support Specialist**.

What You'll do:

- **Answer inbound calls and assist with inquiries.**
- **Receive & process paperwork pertaining to the sales transactions.**
- **Verify documents with customers**
- **Other duties that will support the sales process**

We pride ourselves on providing awesome experiences to our customers, so be prepared to WOW us with your knowledge, skills, and can-do spirit.

What You'll Need:

- **Minimum 2 years of experience working in an office & sales environment.**
- **Tech-savvy and proficient in computer usage & MS Office programs.**
- **Punctual--professional--responsible and a desire to excel.**
- **Excellent verbal and written communication skills in both English & Spanish (Bilingual).**
- **Self-motivated, extremely capable of working independently and efficiently.**
- **Able to work in a high-volume work environment.**

Recommended but not mandatory:

- **Experience in Customer Service; Customer Loyalty & Customer Satisfaction**
- **Awareness of Social Media trends**
- **Love the car business**

What You'll Get

- **A competitive salary**
- **Room to GROW**
- **Robust health, vision, dental, life & disability insurance plans**
- **Employer-sponsored Profit-Sharing Retirement Plan**
- **Employee Discounts on Consumer products & services through ADP**

Who We Are

CAS Auto, LLC is the premiere global new vehicle remarketer with seven locations worldwide which serve as hubs for receiving new inventory as well as, for exporting our inventory to all our global customers CAS has worked for over three decades building

relationships with customers, suppliers, and partners. The headquarters office is located in Miami Lakes, Florida.

Job Type: Full-time

Salary: \$18-\$20 per hour depending on experience.