

Solitaire

Automotive Group



Audi



ASTON MARTIN



BENTLEY



JAGUAR



Telephonist

A reorganisation within the company has resulted in the Telephonist role becoming vacant, based at Mile End, and offering a new long term employment opportunity.

We are now seeking a vibrant, enthusiastic and skilled receptionist to join the Solitaire team. Your role will mainly be the efficient answering of a busy switchboard and transferring calls to the relevant personnel. There will also be general administration tasks, reception duties and customer service.

The ideal candidate will be well presented, professional, efficient and very well spoken. They already have significant experience using the Mitel Phone System, or similar, be highly computer literate including email and word, and have good communication skills. You will need to be a quick learner who is flexible, has a can-do attitude, initiative to effectively deal with challenging situations, with the ability to work as part of a team and autonomously in a fast paced environment.

All applications need to be submitted to:
employment@solitaire.com.au
or send your resume attention to:

Bill Holst

32 Belair Road, Hawthorn SA 5062