

## **AUTOTHINK,INC. CONCIERGE DRIVER - SAN ANTONIO (MULTIPLE OPENINGS)**

### ***ON THE SPOT HIRING FOR QUALIFIED DRIVERS***

Start Date: ASAP

Wage: \$13.50/hr

Part time and flexible hours

### **Job Description**

The Concierge Specialist will:

- Communicate effectively with dealership service staff
- Safely pick up and deliver customer vehicles to and from maintenance locations.
- Work and drive with a partner to ensure timely completion of vehicle delivery
- Focus on safety, customer service, all local, state and federal laws and regulations
- Use navigation apps and knowledge of the area to travel the most efficient routes
- Drive safely in all weather conditions (rain, snow, fog, etc.)
- Thoroughly inspect and document vehicle condition and/or customer concerns

Job Qualifications:

- High school diploma or GED, preferred
- Possess a valid authorized driver's license
- 10+ years driving experience preferred
- Reliable, tidy personal vehicle 2008 model year or newer to be used as needed on shift (will not be everyday)
- Have a working smartphone able to run AutoThink-required applications
- Have at least three consecutive years of safe driving experience that is free of major violations/automobile accidents
- Both a criminal background check, as well as a driver record check will be performed.\*

\*AutoThink will consider qualified candidates with criminal histories in a manner consistent with the law.

Knowledge/Skills

- Excellent verbal/written communication skills and the ability to communicate via phone, SMS, applicable technology, or email
- Must able to work independently as well as in a team environment
- Must be fluent in English, bilingual is a plus

Physical Requirements

- To meet the travel requirements of this job, an employee must have the ability to drive or sit in a vehicle for long enough to reach clients and dealerships.
- Able to drive 6-8 hours per day
- Able to bend, stoop, and climb in and out of vehicles
- Required to drive in all typical regional weather

Location

San Antonio Area

NOTE: This position requires COVID procedures be strictly adhered to, only written medical exemptions will be considered.

AutoThink is an equal opportunity employer. AutoThink does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.

Please contact Stephanie Allen at 210-531-1269, ext. 120 for more information and send resumes to [sna@autothinkusa.com](mailto:sna@autothinkusa.com). Applicants can also apply directly to our website at <https://www.autothinkusa.com/careers>.