

Scoville-Meno



HONDA DEALERSHIP TITLE CLERK AND OFFICE ASSISTANT

We are looking for a dependable and motivated individual to join our family of dealership's group. This position requires one to process all new and pre-owned vehicles for registration in the state in which they will be titled. Submits all legal transfer work to the Department of Motor Vehicles. Verifies that funds have been collected and the correct lien holder had been paid off before processing title applications. Bills out all dealer trades. Compiles and maintains a complete list of all outstanding title work. Post vehicles sales and purchases.

Experience is preferred, but we will train the right candidate that possesses a strong work ethic and willingness to learn new skills. The candidate must have good communication, organizational, and computer skills.

Scoville-Meno is a family owned and operated dealership group celebrating 40 years of success in each community we serve. We strive to develop long term rewarding relationships with our employees.

**To apply, email you resume to
jscoville@scovillemeno.com
www.scovillemeno.com**