

Customer Service Advisor

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Company: Jago Consultants

Location: Havant

Category: office-and-administrative-support

Job Description

Service Advisor needed in the Havant area of Hampshire.

Havant Customer Service Advisor salary around £26,000 + OTE of up to £32,000

We are working with a Main Car Dealership who are actively looking for a Service Advisor to join their friendly team. Havant area of Hampshire.

Job Role – Motor Vehicle Customer Service Advisor

Salary – £26,000 + OTE of up to £32,000

Service Advisor Duties include:

Ensuring customers are aware of service and repair work required to their vehicles in a professional manner

Advise on estimated costs of repairs and work to be undertaken

Sell additional products as appropriate to customers' needs

Advise on timescales and collection arrangements

Produce job cards on in-house computer system

Update customer and vehicle records

Document all warranty work in accordance with manufacturer policy

Preparation and completion of invoices

For this Service Advisor position you will have:

Previous experience working as a Service Advisor within a motor garage

Full driving licence

Excellent communication skills

Excellent Customer Service skills

As a Service Advisor you will ensure the highest standard of courtesy and professionalism when interacting with customers and members of the public.

In particular my client is looking for some one with strong customer service skills who has excellent customer rapport and can deliver great CSI results, along with being confident with up-sell opportunities.

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