

Customer Service Advisor (Trainee)

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Company: Jago Consultants

Location: Winchester

Category: other-general

Job Description We are working with a Car Main Dealership in the Winchester area of Hampshire who are actively looking for a Trainee Customer Service Advisor to join there friendly team. No Automotive experience necessary. Strong Customer Service background essential! **Job Role – Motor Vehicle Trainee Customer Service Advisor** Salary – circa 22 – 24k **Customer 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 **Customer Service Advisor** position you will have: Previous experience within Customer Service is essential Enthusiastic and passionate about the motor trade Full driving licence Excellent communication skills Excellent Customer Service skills As a Customer 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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