

Senior Service Advisor Car Dealership

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Company: Jago Consultants

Location: Stevenage

Category: other-general

Job Description We are currently working with a prestige car dealership who are looking to recruit an experienced Senior Service Advisor to join their growing team, Our client prides itself on delivering a consistently high standard of customer care at all time. As a Senior Service Advisor you will ensure the highest standard of courtesy and professionalism when interacting with customers and members of the public. Senior 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 Senior Service Advisor position you will have At least 2 years' experience working as a Service Advisor Full driving licence Excellent communication skills Excellent Customer Service skills

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