

## Senior Service Advisor

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Company: Holt Recruitment Ltd

Location: Jacob's Well

Category: other-general

Job Role: Senior Service Advisor

Hours: 45 hours per week (Apply online only) M-F, (Apply online only) Saturdays on a rota paid as extra)

Salary: £30,000 basic OTE £42,500

We are recruiting for a high-performing Senior Service Advisor to join a dynamic and successful Prestige Dealership, offering an excellent bonus package and company benefits.

This is the perfect opportunity for someone looking to utilise their experience in their motor trade and stepping into a more senior role.

£34,000 basic OTE £42,500

45 hours per week (Apply online only) M-F, (Apply online only) Saturdays on a rota paid as extra)

Progression & training

Key Senior Service Advisor Roles and Responsibilities:

Ensure 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 the in-house computer system

Update customer and vehicle records

Document all warranty work in accordance with manufacturer policy

Preparation and completion of invoices

Minimum Senior Service Advisor Requirements:

Experience in a similar role as a Parts / Service Advisor in a Main Dealership

An ability to sell additional products and services to customer

Experience in using commercial databases

Excellent communication skills and the ability to deliver outstanding customer service

The ability to manage multiple tasks and people

If you are looking for your next motor trade move, simply hit apply below or speak to Eric Duxbury @ Holt Recruitment

Senior Service Advisor - OTE £42,500 – Main Dealership – Guildford Area

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