

## Service Advisor - Automotive

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Company: Newstaff Employment Services Ltd

Location: Paradise Industrial Estate

Category: other-general

Newstaff Employment Services is recruiting for an experienced Service Advisor on behalf of our client based in Kings Langley, Herts.

Previous experience working as a Service Advisor in a dealership is required.

### Main tasks:

Book in machines & vehicles, ensuring appointments are convenient for the customer and the company and are in line with workshop capacity.

Produce accurate job cards, invoices and related customer information, providing relevant information to both the workshop and customers.

Liaise with the parts department to ensure parts availability, keeping customers informed.

Inform customers on the progress of each job, ensuring authority for any additional work before this is completed.

### What we're looking for:

As you will be working closely with the Service Team and the relevant manufacturers some technical knowledge would be an advantage

Strong administrative experience is essential

Ability to work well under pressure, handle conflicting demands, identify priorities and schedule work appropriately

A friendly but professional manner and able to demonstrate integrity, discretion and objectivity

Able to maintain strong working relationships with colleagues, the customer base and the manufacturers.

Hours: Monday to Friday full time office hours and some Saturdays mornings 8 am to 12 noon

Salary: £25,000 pa to £26,000 pa + Company Pension + Benefits

Interested? Please call Anne Marie on 01727 864777 or email CV to

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#### Cross References and Citations:

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