

## Service Advisor

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Company: Kemp Recruitment

Location: Caerphilly

Category: other-general

## Service Advisor

Job Title: Service Advisor

Location: Caerphilly

Hours: 9:30am - 6pm

Money: £26,000, plus bonus

Our client is looking for an experienced Service Advisor in the Caerphilly area.

The client is looking to recruit an experienced Service Advisor with fantastic customer service skills and an excellent telephone manner to work within their busy and well established company. Your duties will be supporting the service departments administration/reception and always ensuring complete customer satisfaction. The ideal candidate will have an enthusiastic and confident personality and have the ability to work well within a team.

### Service Advisor Job role:

You will be the first contact for the customer as they enter the dealerships.

Explain the repair process and then book the customers vehicles in.

You must effectively sell products and services as well as making customer bookings.

Communicating with the workshop and the customer to ascertain the level of work required and get authorisation.

To make the customers experience as enjoyable as possible, whilst providing the very highest level of customer service.

Candidates must be computer literate.

Automotive experience is essential for this Service Advisor role.

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