

Service Advisor Car Dealership

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Company: Jago Consultants

Location: Basingstoke

Category: other-general

Job Description We are currently working with a main car dealership who are looking to recruit an experienced 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 Service Advisor you will ensure the highest standard of courtesy and professionalism when interacting with customers and members of the public. 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 Service Advisor position you will have:At least 2 years' experience working as a Service Advisor Full driving licenceExcellent communication skillsExcellent Customer Service skills

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