

Service Advisor Car Dealership

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Company: Jago Consultants

Location: Plymouth

Category: other-general

Job Description

We are currently working with a busy Prestige Car Dealership. Our client prides itself on delivering a consistently high standard of customer care at all time. An opportunity has arisen for experienced **Service Advisor** to join their current team.

As **Service Advisor** you will ensure the highest standard of courtesy and professionalism when interacting with customers and members of the public.

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

Requirements

2-years experience as a Service Advisor, preferably with a main dealership

Full driving licence

Excellent communication skills

Excellent Customer Service skills

Package:

Basic £22K + Bonus

Howard at Jago Consultants

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