

United Kingdom Jobs Expertini®

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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