

## Service Advisor Car Dealership

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Company: Jago Consultants

Location: Reading

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 licence

Excellent communication skills

Excellent Customer Service skills

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