

Service Advisor - Gateshead

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Company: Octane Recruitment

Location: Gateshead

Category: other-general

Service Advisor

Location: Gateshead

Salary: £26,000 + Bonus

Hours: Full Time

OC17163

We are looking for an experienced Service Advisor to join the team of a successful motor dealership in Gateshead. The successful candidate will be responsible for ensuring the highest levels of customer service and satisfaction, as well as providing professional advice and support.

Service Advisor Responsibilities:

- Ensure the highest levels of customer service and satisfaction
- Ensure all customer enquiries are answered promptly and professionally
- Provide advice and support to customers regarding their vehicle
- Ensure all paperwork is completed accurately and efficiently
- Liaise with the workshop to ensure customer requirements are met
- Maintain a high standard of housekeeping
- Ensure all company processes and procedures are adhered to

Service Advisor Technical Skills:

- Excellent customer service skills
- Good communication and interpersonal skills
- Good administration skills
- Ability to work well under pressure
- Good time management
- Ability to use Microsoft Office Suite and other computer systems

Benefits

- Bonus scheme
- Company Benefits
- Training
- Generous Holidays

Consultant – Beatrice Dickinson - Octane Recruitment

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Octane Recruitment are a leading Recruitment agency specialising in Automotive, Motor trade, Engineering, OEM and various related industries.

We are recruiting across the UK for Service, Aftersales and Parts - Service Advisor, Warranty Advisor, Warranty Administrator, Aftersales Advisor, Service Team Manager, Senior Service Advisor, Service Manager, Aftersales Manager, Parts Advisor, Parts Administrator, Parts Supervisor, Parts Managers

Octane Recruitment cover a variety of different sectors including Technical, Mechanical, Engineering, Sales, Service, Aftersales, Bodyshop, Fleet & Rental Management, Accounts, Finance, Marketing, &

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