

Service Advisor

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Company: Jago Consultants

Location: Wembley

Category: other-general

Job Description

We are currently working with a exclusive car dealership who are looking to recruit an experienced Service Advisor to join their team.

**** OUR CLIENT IS IDEALLY LOOKING FOR SOMEONE WHO HAS
PRESTIGE BACKGROUND ****

As a Service Advisor you will ensure the highest standard of courtesy and Professionalism when interacting with customers and members of the public. Our client prides itself on delivering a consistently high standard of customer care at all time, with a High Net Worth customer base you will require excellent customer handling skills, a confident approach to significant up-sell opportunities, and possess excellent attention to detail.

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 5-years' experience working as a Service Advisor, preferably with a Prestige brand

Full driving licence

Excellent communication skills

Excellent Customer Service skills

Confident in your approach, and focusing on long-term customer retention

Service Advisor Package

Basic up to £28,000

OTE circa £40,000

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