

Service Advisor Ad Sample #1

AUTOMOTIVE SERVICE ADVISOR

Position Overview

Career wheels spinning but getting nowhere? Looking for your “Dream” Career? Put yourself in the driver’s seat, provide me with the adequate details and allow me to work for you!!! Get the Traction you deserve with me; your dedicated Career Broker!!!

With over 16 years of experience in the Automotive, Construction, Trucking Industry, from positions such as Parts, PSSR, Service Manager, Operations Manager. My clients and Candidates consider me an “SME” – Subject Matter Expert, therefore my team can assist you better having lived first hand within your Industry.

Here’s who MY INDUSTRY LEADING CLIENTS are searching for. Does this sound like you?

As part of the front-line staff, the Service Writer is responsible for ensuring that all customers are provided with top-notch customer service, consultation and explanation of required vehicle services and requirements.

Your duties will include:

- Greeting and communicating with customers on all aspects of repair, such as creating work orders, arrange bookings and communicating them to the technicians, and providing estimates to the consumer and finalizing invoices.
- Stream line work flow in the automotive repair departments.
- Maintaining and following safety program.
- Performing other store duties and functions as directed by management.

You must hold the following credentials / experience:

- Reliable, motivated and driven to deliver quality workmanship and a superior customer experience.
- Continuously looking to learn and use new skills.
- Value a strong team-based workplace.
- Flexible, patient and calm when working in a fast paced environment...
- Focused on meeting goals and targets.

To succeed in this job, the following experiences and skills are required:

- High School Diploma or equivalent.
- Excellent customer service and time management skills.
- Ability to work extended hours and weekends when required.
- 1 to 2 years of retail Customer Relations and or Customer Service.
- Strong attention to detail.
- Strong interpersonal skills with ability to build a team and work as a team.
- Previous experience in the automotive trade or a passion for Parts and Mechanical knowledge would be an asset.
- Ability to work well under pressure in a fast paced, ever changing high-volume environment.
- Current, valid driver’s license.

All sides of the business (Advisors, Inside Sales, and Technicians) are equally important which can lead to bigger opportunities!

With my Industry Leading Clients, you’d be provided with a great place to work—competitive compensation, a manager with a large support network, and the chance to learn and grow.

Service Advisor Ad Sample #2

SERVICE ADVISOR

..... is an actively growing independent auto repair facility housing a vigorous team of coworkers and a pleasant work environment. For the right team player, has an immediate opening for a Service Advisor. Required schedule will be alternating Monday-Fridays with Tuesday-Saturdays resulting in at least two 3-day weekends per month.

Candidate must have personal tact, superior verbal communication skills and proficient computer skills. Knowledge of automobile repair and maintenance is required. Valid driver's license with an acceptable driving record is required. 1-3 years' service writing experience is vital. Applicant must possess product sales and service talent plus personal drive tempered with a sense of fairness and honesty with customers in handling all transactions. Applicant must be a team player and willing to adapt to operational procedures keeping an eye toward enhancing shop flow and efficiency.

Duties and Essential Job Tasks:

Interface with customers and service technicians to identify and sell vehicle repairs and maintenance.

Determine need for repairs and maintenance by relying on information relayed by top-notch technicians who perform thorough vehicle inspections, by questioning customers thoughtfully, and by researching vehicle history and other forms of computer information.

Verify that work is properly diagnosed and performed.

Input and maintain accurate vehicle and customer information in computer system.

Perform multiple tasks concurrently in an efficient and organized manner.

Work calmly and efficiently under pressure and with persons who are frustrated.

Use telephone, Email and other means to communicate with customers and vendors.

Schedule and monitor appointments to enhance shop flow.

Maintain professional appearance self and work area.

Perform other tasks as assigned.

Compensation is comprised of hourly pay plus commission. Earning potential is up to your particular effort, sales and customer service skills. Average Service Advisor pay ranges between \$35-50K per year plus vacation and holidays. All emails will be acknowledged. Qualified candidates will be contacted by phone within 24 hours.

Service Advisor Ad Sample #3

AUTOMOTIVE SERVICE ADVISOR

Well established, independent auto repair/service shop needs full time SERVICE ADVISOR. We are a high volume shop with extraordinary customer service. Must be upbeat, optimistic, neat, organized, and able to multi task, must like to interact with people, technical knowledge a plus, better than average compensation package for the right candidate, if you match this partial list of requirements, please send resume with phone number.

Service Advisor Ad Sample #4

SERVICE ADVISOR

Only ONE position available for the right person

Our business is growing and we need you!

A very successful automotive repair and maintenance facility with strong community ties, is now interviewing. We are looking for a quality individual to join our team. This sales/management position requires someone who is a self-starter, a strong leader, someone who understands the importance of relationships with their clients as well as their coworkers. You must have solid computer skills and be very organized. If you have a strong desire to succeed and are looking for a long term career, don't let this opportunity pass you