

JOB POSTING DETAILS

Employer	HighLand Ford Sales Limited	Job Type	RI
Job Title	Automotive Service Advisor	Duration	Full Time
Job ID	11593	Location	Sault Ste. Marie
Date Posted	October 15, 2021	Closing Date	October 29, 2021

Job Overview - Description & Duties

NOW HIRING

Highland Ford - Service Centre
Automotive Service Advisor
(Full Time; Permanent)

Automotive Service Advisor Job Duties

The job duties of a Highland Ford Service Centre Auto Service Advisor may include:

- Greeting customers and scheduling service appointments
- Cataloguing customers concerns and comments by listening attentively
- Writing service orders by describing symptoms, problems and causes discovered, as well as repairs and services required; obtaining approval signatures & entering service orders into database system.
- Explaining repairs & recall notices to customers
- Estimating the cost and time needed for repairs

Benefits:

- Competitive Salary + Bonuses
- Full Time Hours
- Benefits (after 3 months)
- Professional & FUN environment
- Continuous Training
- Advancement Opportunities!

Required Skills

What We Are Looking For:

- EXCELLENT CUSTOMER SERVICE SKILLS which includes actively listening and communicating in person, written and over the phone.
- Ability to multi-task in a fast-paced environment without getting flustered.
- Team player with a professional, sales-oriented attitude!
- Strong computer proficiency skills a bonus!
- Punctual & ready to work!
- Positive Energy! No pessimists - We Are the GOOD MOOD Dealer for a reason!

Licenses:

- G Class License (Clear Drivers Abstract)

Other Requirements

No experience? Not a problem we will teach you what it needs to be successful as a Highland Ford Service Advisor, but we cannot teach you passion!

How to Apply

Please submit Cover Letter, Resume & References IN-PERSON to Justin Langlois, Highland Ford Service Manager at 68 Great Northern Road!