

Service Advisor Job Description

Our growing company is searching for experienced candidates for the position of service advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for service advisor

- Reviews repair orders to ensure that work is completed and additional work and authorization is noted
- Ensures that vehicles are parked in assigned areas
- Inspects all vehicles for body work, informs customer if work is needed, and provides an estimate for body work
- Phone Suppliers for copies of outstanding invoices and statements
- Send documents to head office with courier
- Cashier – assist cash customers and process speedpoint transactions
- Stationery – compile list to order once a month
- Attach petrol slips to petrol accounts – once a month
- Staff refreshments – ensure sufficient supply
- Assist with making copies and faxing as requested

Qualifications for service advisor

- Post invoices to customers
- Assist Branch Admin Manager
- Accurately record issues and data into Dealer Management System, translate a customer's concern into a comprehensive repair order (RO) for Technicians
- Conduct Transactions in system
- Accurate and organized service repair orders
- Additional metrics including \$0 accounts receivable, number of open work orders, % of warranty reimbursed

Job Description For Service Advisor

Lei Shi



Job Description For Service Advisor:

The Enigmatic Realm of **Job Description For Service Advisor**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Job Description For Service Advisor** a literary masterpiece penned with a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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