

Automotive Service Advisor Job Description

Our growing company is hiring for an automotive service advisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for automotive service advisor

- Provide timely response to repair orders submitted by phone and email, in an efficient and friendly manner
- Review proposals to ensure proper repair and maintenance services are performed according to manufacturers' recommendations, interval-based timing, and appropriate pricing for suggested services
- Negotiate pricing, assess and apply proper warranty and post-warranty applications while creating, issuing, and explaining purchase orders according to our operating procedure
- Contact clients to provide recommendations, explain proposed procedures, and gain approval
- Make recommendations to Groups for full maintenance service proposals, repairs charged to the clients, and opportunities to cycle vehicles in favor of repair
- Locate and suggest proper service locations for clients
- Trained to achieve automotive tech Level I status

Qualifications for automotive service advisor

- Automotive dealership service experience &/or certifications is a plus
- Prior experience in an auto service repair facility is preferred
- Comprehensive benefit package including Paid Time Off with accruals beginning the first day of employment, 401(k) plan through Vanguard, Medical, Dental, Prescription, and Vision Coverage, Tuition Reimbursement, Life Insurance, and Flexible Spending Accounts to highlight a few of the offerings
- Comprehensive benefit package including Paid Time Off (accruals begin with first day of employment) , 401(k) plan, Medical, Dental, Prescription, and Vision Coverage, Tuition Reimbursement, Life Insurance, and Flexible Spending Accounts to highlight a few of the offerings
- Previous working experience in Automotive Coatings for 3 years minimum
- Good knowledge in QC Tool, to facilitate problem solving and process improvements

Service Advisor Write Up Sheet

Gary LaRosa

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name bar.

Service Advisor Write Up Sheet:

Service Advising and Management Gary LaRosa, 2019-01-17 In Service Advising and Management students gain the communication customer service and automotive knowledge they need to balance competing demands from customers technicians and shop management to become successful service advisors Implementing the Four Levels Donald L. Kirkpatrick, 2009-01-26 The purpose of this book is to make it easy for you the reader to understand the four levels that I Don have developed and to obtain practical help on how to apply any one or all of them The book is intended as an addition to and not a replacement for the basic book Evaluating Training Programs The Four Levels third edition We have added three chapters and taken the forms examples and approaches from the basic book and inserted them into the appropriate chapters For example Chapter 3 Evaluating Level 1 Reaction contains select reaction forms and approaches from the case studies in the basic book The first chapter suggests how you can decide what to evaluate and at what levels The answer of course is by analyzing the available resources The second chapter tells you why and how to get managers on board They can be very helpful in developing curriculum and are needed to provide support and accountability when trainees move from the classroom to the job Also you will need their help when you evaluate levels 3 and 4 where you have no authority only influence Chapters 3 6 provide guidelines and practical help for evaluating at each of the four levels Finally the last chapter Building a Chain of Evidence explains why it is necessary to evaluate all the levels in sequence and not try to measure results without first evaluating at the first three levels This is the best way to demonstrate the value of training Preface

Evaluating Training Programs Donald Kirkpatrick, James Kirkpatrick, 2006-01-01 An updated edition of the bestselling classic Donald Kirkpatrick is a true legend in the training field he is a past president of ASTD a member of Training magazine s HRD Hall of Fame and the recipient of the 2003 Lifetime Achievement Award in Workplace Learning and Performance from ASTD In 1959 Donald Kirkpatrick developed a four level model for evaluating training programs Since then the Kirkpatrick Model has become the most widely used approach to training evaluation in the corporate government and academic worlds Evaluating Training Programs provided the first comprehensive guide to Kirkpatrick s Four Level Model along with detailed case studies of how the model is being used successfully in a wide range of programs and institutions This new edition includes revisions and updates of the existing material plus new case studies that show the four level model in action Going beyond just using simple reaction questionnaires to rate training programs Kirkpatrick s model focuses on four areas for a more comprehensive approach to evaluation Evaluating Reaction Evaluating Learning Evaluating Behavior and Evaluating Results Evaluating Training Programs is a how to book designed for practitioners in the training field who plan implement and evaluate training programs The author supplements principles and guidelines with numerous sample survey forms for each step of the process For those who have planned and conducted many programs as well as those who are new to the training and development field this book is a handy reference guide that provides a practical and proven model for increasing training

effectiveness through evaluation In the third edition of this classic bestseller Kirkpatrick offers new forms and procedures for evaluating at all levels and several additional chapters about using balanced scorecards and Managing Change Effectively He also includes twelve new case studies from organizations that have been evaluated using one or more of the four levels Caterpillar Defense Acquisition University Microsoft IBM Toyota Nextel The Regence Group Denison University and Pollack Learning Alliance

The Lifestyle Business Owner Aaron Muller,2018-01-04 A proven three step guide to buying your own business and adding more profit free time meaning to your life by a 1 international bestselling author The Lifestyle Business Owner reveals how ordinary people can buy a small business in their community earn a six figure income and make the business run without them Aaron Muller founder of Lifestyle Business Owner Academy reveals the 3 step formula he utilized to go from a kid who didn't attend college to the owner of eight companies that run without him Now it's your turn to discover the secrets to owning a business that gives you the financial freedom lifestyle and contribution you desire Praise for The Lifestyle Business Owner Aaron Muller cuts right to the chase on what you need to do to own a profitable business that runs without you Marci Shimoff 1 New York Times bestselling author of Happy for No Reason and Chicken Soup for the Woman's Soul This practical book is full of proven strategies and techniques you can use immediately to increase your sales and profitability from the first day Brian Tracy author of Now Build a Great Business A must read for anyone who wants to be a business owner Gino Wickman creator of EOS and author of the award winning bestselling book Traction Aaron Muller opened my eyes to the world of buying and running a business or two or more as a way to express your values have fun be creative and make enough money to have everything you need including a time for life's non material pleasures Vicki Robin co author of Your Money or Your Life

Mechanical Failure, Definition of the Problem Mechanical Failures Prevention Group,1976

NBS Special Publication ,1976

Occupational Outlook Handbook ,1980 Describes 250 occupations which cover approximately 107 million jobs

The Southern Lumberman ,1919

Consumer Protection and the Credit Crisis United States. Congress. Senate. Committee on Commerce, Science, and Transportation,2009

NASA's Equal Opportunity Program United States. Congress. House. Committee on the Judiciary. Subcommittee on Civil Rights and Constitutional Rights,1975

Fundamentals of Medium/Heavy Duty Diesel Engines Gus Wright,2015-12-16 Jones Bartlett Learning CDX Automotive Cover

Board of Contract Appeals Decisions United States. Armed Services Board of Contract Appeals,1989

Forum ,1996

Creating Lean Dealers David Brunt,John Kiff,2006-12-01 What is in Creating Lean Dealers Creating Lean Dealers is a DIY guide to enable dealers to achieve such a step change for themselves It works through using examples diagrams and detailed instructions how to transform performance in service and repair Then it goes on to describe how the same logic can be applied to all other areas of the dealer business to give a win win win for customers dealer staff and shareholders The journey to becoming a Lean dealer begins by getting a real understanding of two things The ability of the processes in the dealership to deliver right first time on time at every step a measure that authors David

Brunt and John Kiff call Customer Fulfilment because it is the core of what customers value. The actual demand on those processes and separating it into different types. The next step is to use these measures together with a map of the current state of the process to define and prioritise what the problems are and then address them with the teams who do the work in a structured way using the Plan Do Check Act method of improvement. A series of questions then guides the dealer to develop a future state map of the process, a picture of what the process will look like typically in 6 months time when the problems have been addressed and some of the wastes eliminated so that more of the time is spent creating the value that customers want, what Lean thinkers call Flow. An accompanying action plan lists the bite sized steps needed to achieve the transformation. But like every transformational change, management plays a critical role. Without a fully committed CEO leading from the top, improvements are almost certainly doomed to fail. It soon becomes apparent that management has to question and sometimes unlearn many of its traditional management methods. Core to this is shifting the mind set from managing results to managing processes using visual progress boards rather than computers on a daily or even an hourly basis because good results are a direct product of good processes.

NADA ,1966 Dry Goods Merchants Trade Journal ,1928 **Bulletin of the United States Bureau of Labor Statistics** ,1978 **Occupational Outlook Handbook** United States. Bureau of Labor Statistics,1978 **Commodities** ,1983 Vols for 1977 accompanied by a supplementary issue Reference guide to future markets **Automobile Dealers** ,1968

Decoding **Service Advisor Write Up Sheet**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Service Advisor Write Up Sheet**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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