

Service Advisor Job Description

Our innovative and growing company is looking to fill the role 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

- To assist with Health & Safety requirements of the branch
- To conduct regular checks on Company vehicles as per the company policy
- Acts as a liaison between home office departments and the introducing broker dealer to research and resolve escalated issues regarding clients' accounts communicated via phone, correspondence, email and online inquiries
- Five weeks paid holiday leave per year
- The opportunity to build your career with a recognised industry icon
- Serves as a liaison between home office departments and the branch offices to research and resolve escalated issues regarding clients' accounts via phone, correspondence, email and online inquiries
- Follows an issue from initiation, through resolution and to final communications and follow-up
- Responds to inquiries related to qualifications, instructions or paperwork requirements for various programs
- Addresses inquiries pertaining to operational policies and procedures by relaying policies that govern procedures at the retail level
- Interfaces with existing clients looking to trade their account(s) designated as house account(s) until a new Financial Advisor is established

Qualifications for service advisor

- To assign and organise service work schedules
- Accurately assist with customer invoicing and purchase orders enquires
- Requested repair, complaint, and/or failure
- Must have the physical ability to wear Personal Protective Equipment (PPE) Protective Glasses and
- Must be well disciplined person willing to manage numerous tasks in a non-stop service environment
- Must have the physical ability to wear Personal Protective Equipment (PPE) Protective Glasses and Protective Footwear as required

Pep Boys Service Advisor Job Description

ML Morrison



Pep Boys Service Advisor Job Description:

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