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# Example of Automotive Service Advisor Job Description

Our company is searching for experienced candidates for the position of automotive service advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for automotive service advisor

* Ensure appropriate preventative maintenance schedule is followed
* Maintain monthly performance goals at or above the established goal
* Offers assistance willingly and makes a positive contribution to morale
* Respond positively to change, remains calm and professional under pressure and accept constructive criticism positively
* Provide customer service to include vehicle service care and manufacturer’s warranty specifications
* Schedule and manage service appointments and service estimates
* Address and resolve customer complaints
* Advises customers on necessary/suggested services
* Maintains CSI at or above designated standards
* Manage material inventories

## Qualifications for automotive service advisor

* The opportunity to work in a small office setting where you can see the impact of your contributions on a daily basis" if the company is small, or "the opportunity to lend your own expertise to developing operational initiatives and procedures" if this is a visionary or new role at the company
* Comprehensive benefit package including Paid Time Off during the first year, 401(k) plan with a company match, Medical, Dental, Prescription, and Vision Coverage, Tuition Reimbursement, and Life Insurance
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* A competitive salary of $33,925 to $35,000/year, depending on experience, plus commission and opportunity to double commission
* Automotive Sales Experience is a plus