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# Example of 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