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# Example of Service Advisor Job Description

Our company is searching for experienced candidates for the position of 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 service advisor

* If you want to develop your career with the industry leader who gives you the innovative technology you love to work with and empowers you to deliver a service you can be proud of – then this is where you need to be
* Direct activities of assigned Service Techs
* Boldly set and achieve sales goals
* Develop superior product knowledge
* Deliver exceptional customer service and drive loyalty
* Stay apprised of new techniques relevant to the work being performed

## Qualifications for service advisor

* The ability to prioritise conflicting tasks
* Mechanical qualification and/or experience in the diagnosis and repair of heavy duty engines would be advantageous
* Greet Customers in the service drive promptly and with a smile
* Determine vehicle needs based on Customer information and inspections
* Manage repair orders with full transparency
* Follow-up with Customers on their vehicle status