



Example of Service Assistant Job Description

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Our company is looking for a service assistant. 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 assistant

- Serve as a transporter for Therapy Services
- Assist with podiatry, dental and vision screening visits and documents outcomes appropriately
- Ensure a high level of customer service when liaising with internal departments
- Administrative Support to Quotation Specialists
- Supporting the Service Advisor in undertaking day to day tasks such as creating next day job cards, checking manufacturing systems for service measures and recalls
- Works with all colleagues across the site to provide a seamless service to customers
- Schedules work to meet customer requirements, taking into account Workshop/Bodyshop utilisation targets, job complexity and parts availability
- Assist our technicians with basic repair and maintenance
- Clean and prepare vehicles
- Retrieve and deliver cars and equipment between our service locations and customers

Qualifications for service assistant

- Excellent verbal and written communication skills including the ability to influence internal and external customers, listen effectively and solicit input

- Solid organizational and time management skills to prioritize, adjust priorities, and meet deadlines
- Strong team player with initiative to learn new tasks and seek direction when needed
- Familiarity with Microsoft Word, Excel and Access
- Help keep the workshop clean
- Other exciting ad