

Company Name: Earl Copeland Auto Services

Job Title: Automotive Service Advisor

Type: Repair and Maintenance (NAICS 811)

LOCATION: Valdosta, GA. **STATUS:** Apprenticeship/Internship, FT Employment **FLSA STATUS:** Non-Exempt

DUTIES

Service Advisor duties and responsibilities: Full-time Service Advisors spend the majority of their time in an office setting, although they frequently visit the repair shop. Duties and responsibilities may include the following: Greeting customers and directing them to an available technician. Consulting with technicians about needed repairs and alternatives that can be offered in place of expensive repairs. Answering customer questions about service outcomes and consulting with technicians when necessary. Order parts needed for repairs. Informing customers about potential cost savings and warranty protections. Assisting customers with deciding to fix their vehicle immediately or schedule for a later day and time. Overseeing and managing the service center's scheduling and workflow. Informing customers of changes in service or when their vehicle is ready to be picked up.

SHIFT WORKED

Day

WORKING CONDITIONS

Auto shop

MINIMUM QUALIFICATIONS

Strong understanding of customer service. Strong automotive vehicle knowledge. A willingness to learn and grow.

PREFERRED QUALIFICATIONS

Previous experience or study of the role.

SALARY AND BENEFITS

\$15-\$20/hr.

REQUIRED TESTS

N/A

GUARANTEED INTERVIEW

Yes

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: 9/30/2024

THIS IS A POSTING FOR AN EXTERNAL EMPLOYER. Although all application packets MUST be completed via the Online Job Center at https://www.easyhrweb.com/JC_Wiregrass/JobListings/joblistings.aspx some external employers may require you to also submit application documents to them directly. The position ad will contain this information. As a part of the application process, interested candidates **may** be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources & Career Services Office at (229) 333-5356 or careerservices@wiregrass.edu

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