

## **Service Advisor Vacancy**

Salary Indication: OTE 25k - 28k

Hours of Work: Monday – Friday 8.00am – 6.00 pm, Saturday mornings on rota

Multi franchised prestige facilities

Location; Maidstone, Kent

### **Job Description**

Working as a member of a busy front line service team dealing with customer requirements for service and repair in an efficient and courteous manner maintaining the highest levels of customer service.

You will be working as part of an established team of Service Advisors responsible for providing a pro-active service to customers requesting to schedule their vehicles in for a service, maintenance or repair work and arranging where necessary a courtesy vehicle or collection and delivery.

You will be greeting customers in to the service department, extensive liaison with customers and the workshop to chase work in progress and gaining authorisation for any additional work to be carried out and handover of the vehicle on completion.

### **Experience Required**

Candidates must :

Have experience within an identical role

Have worked in a main dealership

Have worked in the motor trade in the last 2 years

A technical understanding would be an advantage in this busy role in assisting interpretation of work requests.

### **In Return**

We offer a good basic salary, generous bonus scheme, and further benefits that include a contributory pension scheme, primary health cash plan and the opportunity to develop your career with a forward looking privately owned group.

### **To Apply**

Please forward a C.V. with details of your career and achievements to date in confidence to:

Mark Barnes  
Service Manager  
Lipscomb Cars Ltd  
Performance House  
Forstal Road  
Aylesford  
Kent  
ME20 7XA

Email: [mark.barnes@lipscomb.co.uk](mailto:mark.barnes@lipscomb.co.uk)

**Closing Date: May 28<sup>th</sup> 2010**