**Service advisor**

We are looking for a Service Advisor to join our team and act as a liaison between our customers and our Service Technicians. Service Advisor responsibilities include greeting customers, listening to their needs and scheduling appointments as needed. They may also include setting up loaner cars and verifying insurance before maintenance is scheduled. Ultimately, you will work directly with customers to understand their needs and provide our Service Technicians with the information required to provide excellent service.

RESPONSIBILITIES:

* Answer questions about service outcomes, schedule and book appointments, vehicle drop-off and vehicle pick-up.
* Provide customers with information and advice on warranty protections, potential cost savings and the advantages of trading in versus fixing their car.
* Manage and oversee the dealership's workflow and schedule.
* Call customers to advise them about service changes or car pick-up times.
* Maintain positive customer relationships to ensure repeated business.

LOCATION :AMBALA , KARNAL , KUTAIL, MOHRA, PANIPAT

OPENINGS : 11

SALARY : Rs. 10000-15000

REQUIRED SKILLS AND KNOWLEDGE:

-EDUCATION : GRADUATION

-Work Experience as a Service Advisor or similar role : 1 YEAR

* A strong understanding of automotive technology and the automotive industry
* Proficiency with industry-specific software
* Excellent customer service
* Interpersonal and communication expertise
* Strong organizational, decision-making and problem-solving skills
* Relevant training and/or certifications as a Service Advisor