

Schicker Automotive Group

FULL-TIME EMPLOYEE

We are currently looking to hire a
SERVICE ADVISOR TRAINEE

Schicker Automotive Group offers exceptional pay, 401(k), Health Insurance Coverage, and a great working environment!

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Health insurance
- Referral program
- Vision insurance
- Paid vacation

Service Advisor Trainee Job Duties:

- Answer incoming telephone calls promptly and courteously and make every effort to satisfy the caller's inquiry.
- Schedule service appointments. Obtain customer and vehicle data prior to arrival when possible.
- Promptly meet and greet service customers in a friendly and courteous manner.
- Test drive the vehicle with customer as needed to confirm the problem or refer to test technician.
- Write up customer's vehicle problems accurately and clearly on repair order. Properly document any changes.
- Refer to service history, inspect vehicle, and recommend additional needed service.
- Obtain properly documented telephone approval for all add-on sales when customers are not at the dealership.
- Serve as the liaison between the customer and technician, ensuring the customer's needs are understood by the technician and the needed and recommended service/repairs are understood by the customer.
- Provide the client with an accurate estimate of repair or maintenance cost, and/or a minimal diagnostic fee with explanation of associated cost, detailing problems and pertinent information, and secure client authorization of repair or service.
- Check on progress of repair throughout the day. Contact customers regarding any changes in the estimate or promised time, explain cost and time requirements in detail, and get proper authorization before any additional repairs are performed.

Supplemental Pay:

- Bonus plan
- Salary based on experience

Send Resume to: 5824 Highway 100, Washington, MO 63090

Or Apply In Person

**Join our winning automotive service team
— APPLY TODAY!**

**Schicker**



5824 Hwy. 100 • Washington, Mo. • 636-239-6500