

WE'RE

HIRING

JOIN OUR TEAM



Full-Time Service Advisor

Edwards Garage is looking to fill a Full-Time Service Advisor position.

The Service Advisor is expected to develop and maintain strong relationships with customers while upholding the dealership's values and standards.

Duties include but not limited to:

- Answering phone calls and inquires related to vehicle servicing promptly and courteously.
- Promptly meet and greet customers arriving for service appointments in a friendly and courteous manner.
- Create quotes and work orders for vehicle repairs.
- Consult with automotive technicians regarding required repairs and or maintenance work and provide repair options to our clients including providing clients with in-depth information about available aftermarket and OEM part options.
- Work with the parts department to determine parts availability and scheduling of future service appointments.
- Complete and close work orders. This may also include warranty claims.
- Communicating with customers about current service promotions, recalls and/or service reminders

Ideal Requirements:

- Team player with strong interpersonal and communication skills
- Superior organizational skills, pays attention to details and the ability to work in a fast-paced environment
- Excellent problem solving and critical thinking skills
- Solid computer skill
- Previous automotive experience is an asset but not required

Please email resumé to stephenk@edwardsgarage.com or apply in person (4403 42 Ave., Rocky Mountain House)

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.

4403 - 42 Ave., Rocky Mtn. House
403.845.3328 | www.edwardsgarage.com

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