

Service Writer (Fowlerville)

High-volume and well-established domestic automotive dealership service department is looking for an experienced and FRIENDLY service writer. The ideal candidate is a "people person" first, a natural smiler, is able to sell, and has a friendly disposition. Five + years of prior automotive dealership experience is required for this position.

This position has an earning potential of up to \$70,000 per year; must be an excellent communicator and be able to multitask. The job has a competitive pay plan and benefits (medical, dental, 401(k), disability, employee discounts, paid vacation time, paid holidays, etc.); must be able to work up to 8 pm once per week and rotating Saturdays.

Service Advisor responsibilities include but not limited to:

- Greeting customers promptly
- Obtaining customer and vehicle information
- Clearly reporting all vehicle symptoms as described by the customer
- Determining and recommending needed maintenance base on age, mileage and history of vehicle
- Prepare a complete and accurate estimate of cost for labor and parts
- Establish follow up time
- Monitor the progress of each vehicle throughout the day, and updating customers frequently
- Verifying that the final invoice reconciles with the work performed on the repair order
- Explaining all completed work and charges to customers

Job Requirements:

- Proven record of achieving exceptional Customer Satisfaction
- Past experience as a Service Advisor is a must
- Ability to work well in a team environment
- A desire for a long term career with a growing organization
- Personal and professional integrity
- Reynolds & Reynolds experience a plus

Qualified candidates should forward their resumes in confidence via:

Email: apply@dickscott.com