

Eagle Chevrolet Buick is looking to fill a full time service advisor position in our amazing service department. Must be able to work in a fast paced environment while working as a team to complete the task at hand

- Greet guests in a professional and courteous manner.
- Perform service drive inspections of guest vehicles and utilize national service history to properly identify guest concerns.
- Understand service schedules/costs and be able to advise guests accurately on services recommended by the manufacturer.
- Be able to manage vehicle progress throughout the day and maintain excellent communication with guest on the status of their vehicle regarding changes in costs, promise times, and work performed.
- Perform cashiering tasks with guests upon pick up of their vehicle and complete the delivery process of the vehicle.
- Confirm and manage service appointments by email and telephone prior to the guests' arrival and conduct proper follow up with the guest after the services have been performed.
- An individual that can conduct themselves in a professional manner at all times while in the workplace which includes all transactions with guests, co-workers and vendors.

#### Required Experience

- Prior service advisor experience a plus but not required (willing to train)
- Excellent written and verbal skills
- Ability to interact in a professional manner
- Valid driver license and a clean driving record
- Professional appearance
- Strong computer skills

Contact Clint Lecher at 308-432-5583 or by email [clintlecher@hotmail.com](mailto:clintlecher@hotmail.com)