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**Position:** **Parts/Service Advisor**  
**Dealership:** **Abbotsford Hyundai**  
**Employment Status:** **Full Time**  
**Department:** **Fixed Operations**

### **Position Summary:**

Under the supervision of the Parts and Service Manager, this position is responsible for the efficient and profitable ordering, stocking and sale of parts; as well as participate in Service Advisor capacity to coordinate work flow through the shop and liaise between the customers and technicians.

### **Primary Duties and Responsibilities:**

- Efficiently help customers (internal and external) with high quality service
- Complete all service and parts documentation in a comprehensive and accurate manner
- To service all allocated sales inquiries in a prompt and effective fashion
- Help to stock all new parts on shelves and maintain parts properly and organized
- Assist in conducting regular physical inventory counts
- Prepare a detailed and accurate estimate on the cost of labour and parts

### **Qualifications:**

- Previous Two (2) years of experience in an Automotive Parts or Service role
- A proven track of success in automotive sales
- Excellent interpersonal and relationship-building skills
- Excellent written and oral communication skills
- Excellent customer service skills with the desire to exceed expectations
- Ability to effectively respond to and meet the needs of a diverse client base
- PBS software experience preferred
- Valid Class 5 driver's license with a clean driver's abstract

### **Benefits:**

*As part of Abbotsford Hyundai's culture and vision, we believe success comes from great people within the organization that are knowledgeable, inspired and love what they do; people who do not only attain their personal and collective goals, but live and work to their full potential.*

- Competitive compensation and benefits packages
- The ability to grow within an expanding and progressive dealer group
- A healthy and safe work environment
- Ongoing training through TAG university

**Please submit your resume to *Karen Lee, Director of Talent Management***

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