



## Service Advisor

### Description

We are seeking a customer-focused and organized Automotive Service Advisor to join our team. The Service Advisor acts as the primary point of contact between customers and the service department, ensuring a smooth and professional experience from vehicle check-in to delivery.

### Duties

- Greet customers and assess vehicle service needs
- Schedule appointments and manage repair orders
- Clearly explain recommended services, maintenance, and repair timelines
- Communicate with technicians regarding vehicle diagnostics and repair status
- Provide accurate estimates for labor and parts costs
- Keep customers updated throughout the repair process
- Handle customer concerns professionally and efficiently
- Ensure all documentation and invoices are completed accurately
- Maintain strong customer relationships to encourage repeat business

### Qualification

### Closing Date

July 25, 2026

### Categories

Trades and  
Construction

### Employer

P.W. Auto 2002 Ltd.

### Location

St. James-Assiniboia

### Address

431 Berry Street  
Winnipeg, R3J 1N6

### Job Type

Full-time

### Education Level

High School

### Wage

\$20.00 - \$30.00

Previous experience in automotive service advising and customer service preferred

Strong communication and interpersonal skills

Knowledge of automotive systems and maintenance procedures

Ability to multitask in a fast-paced environment

Strong problem-solving and organizational skills

Ability to work collaboratively with technicians and management

## **Email**

pwoffice@shaw.ca

## **Phone**

(204) 896-6429