



Job Posting: **HC-2014-06-25-2**

Job Title: **Service Advisor**

Position Type: **Full Time**

Location: **Hino Central Fort St. John, 6674 Airport Road**

**Description:** Hino Central Fort St. John is seeking a **Service Advisor** to join our team. This position is responsible for exceeding all customers' expectations, consultation and explanation of required services.

Hino Central Fort St. John is an affiliate company of the DRIVING FORCE - one of Canada's Best Managed companies 8 years in a row! We offer a competitive salary, full benefits and a clean and desirable environment.

**The successful candidate will:**

- Be dependable and have a positive attitude
- Have excellent communication and organization skills
- Be a team player
- Have the ability to handle multiple tasks

**Duties will include but are not limited to the following:**

- Schedule appointments; estimating repairs
- Co-ordinate work for technicians; process work orders
- Collect payments; contact customers; warranty processing
- Coding of invoices; assisting in all areas of the dealership as required

**Qualifications:**

- Previous experience in Medium duty service writing is an asset;
- Valid "Class 5" Driver's license.

*We thank all candidates for their interest, however, only individuals selected for an interview will be contacted.*

**Please Reply to: Human Resources**

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