

Service Advisor

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Company: Pro-Recruit L.L.C.

Location: Kuwait

Category: other-general

will handle the administrative and customer relations functions of the service department. I will greet customers, listen to the description of their problems or service needed, determine the type of service required, and prepare service orders. If a vehicle requires additional repairs not covered in the original order, I will estimate the added cost and telephone the customer for permission to do the work. I will also advise customers on other available services.

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