

Service Advisor - Tanqeeb

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Company: Talent Pal

Location: Bahrain

Category: other-general

We at E.K.Kanoo are looking for a Service Advisor. The ideal candidate would have excellent English communication in both written and verbal English. Arabic would be an advantage. The selected candidate should be an energetic effective team player who loves customer engagement has good administrative skills and is target driven. You will have completed your Diploma in Automotive or equivalent to be selected for this role.

Job Purpose Duties & Responsibilities

Responsible for achieving the monthly sales target

Responsible for communicating with the clients to identify and record vehicle issues

Responsible for answering clients inquiries in a professional manner

Responsible for promoting the products and services to the clients

Ensure customer service excellence is maintained

Responsible for following up on the jobs orders with all concerned parties

Ensure all quality standards processes procedures and policies are met at all times

Provide all necessary progress reports on a regular and as required basis

Responsible to follow and implement relevant requirements of Environment Health Safety & Quality manual

Required Qualifications& Experience

2 3 years of experience and / or a combination of experience and education.

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