
Job Description

BBTA is looking for a well-motivated team player with great work ethics and a solid job knowledge to fulfill their duty as a service advisor.

BBTA is a Tire & Automotive Repair company that has been serving this area since 1980.

Responsibilities and Duties:

- Maintain honesty and integrity at all times.
- Participate in providing a positive, encouraging and uplifting environment for our customers and our team.
- Ensure all sales/repairs are what is best for the customer and properly profitable for the company.
- Interact with customers to establish an exceptional service experience.
- Incoming & Outgoing phone calls, create quotes & repair orders and schedule appointments for customers.

Qualifications and Skills:

- Passionate about serving our customers and our team.
- Multi-Task effectively.
- Humble and Trainable
- Exceptional Communication; verbal, written and listening.
- Productive, Efficient, Problem Solver.
- Previous automotive service writer/advisor experience.
- Mechanical and Tire knowledge.
- Computer Skills, knowledge of Mitchell1/ShopKey.
- Phone Skills
- Overall Professionally Sound.

Job Type: Full-time

Please email resume and answers to the following question to specialops@bowerstire.net.

- How many years of Automotive Service experience do you have?
- How many years of Service Advisor/Customer Service experience do you have?
- How many years of Tire Sales experience do you have?
- What is the highest level of education you have completed?
- Do you have the following license or certification: Driver's License?
- Are you willing to undergo a background check, in accordance with local law/regulations?