



Automotive Service Writer/Advisor Full-Time

Other
Other

Monday January 26, 2026

\$26 - \$30/ hour (benefits)

Company: Andy's Auto Center and The Speed Shop

Website: <https://www.andysauto.ca>

Industry: Other

Remote/Camp Based Job: No

How to apply:

Call the shop: 250-334-4402 Email: sandy@andysauto.ca Or apply in person at Andy's Auto and The Speed Shop - 2467 Cousins Ave, Courtenay BC

Expiry Date:

Monday, February 09, 2026

Details:

Key Responsibilities • Communicate directly with customers regarding vehicle maintenance and repairs • Schedule service work and coordinate with technicians • Prepare and explain repair estimates • Order parts efficiently to ensure timely arrival for scheduled work • Manage customer questions, concerns, and expectations professionally • Ensure clear communication with customers throughout the repair process • Maintain accurate service and repair records • Support daily operations, including opening and closing the shop when required or closing out sales • Contribute ideas to improve the overall customer experience • Wage depends on the years and type of experience. We offer competitive pay plus medical/dental benefits

Qualifications & Experience:

What We're Looking For • Strong customer service and customer satisfaction skills • Effective Communication and Phone Etiquette • Professional and calm when handling challenging situations • Organized, detail-oriented, and able to multitask • Proficiency in Computer Literacy to operate modern software and maintain repair/service records • Automotive experience is an asset, but not required • Knowledge of automotive repairs and maintenance is a plus • Service Advisor Experience an asset • Familiarity with Protractor software is a plus
