



Service Advisor

Full-Time

Port Hardy and North Island
Port McNeill

Tuesday April 7, 2026

\$26 - \$30/ hour (Performance bonus)

Company: Allmac Repair LTD

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

Industry: Construction/ Trades

How to apply:

Willing to train the right candidate with limited to no automotive knowledge. If you are a service advisor seeking a challenging yet rewarding opportunity, we want to hear from you! Join our winning team by submitting your resume, highlighting your relevant skills and experience, along with a brief cover letter expressing your passion for the automotive industry. To apply, please email your resume to allmacrepair1@gmail.com or drop off in person.

Expiry Date:

Tuesday, April 21, 2026

Details:

Job Title: Service Advisor
About Us: We are an automotive repair shop in Port McNeill BC, serving our loyal customers for over 10 years. Our reputation for excellence is built upon a commitment to delivering exceptional service and maintaining high standards of craftsmanship. With a skilled and friendly team, always advancing equipment, and a supportive work culture, we strive to provide the best possible experience for both our customers and employees.

Position Overview: We are seeking a motivated and customer-focused service advisor to join our team. As service advisor, you will be the first point of contact for customers seeking vehicle service and repairs. You will play a crucial role in understanding their needs and ensuring a seamless experience.

Benefits and Pay:

- Wage of \$20 to \$30/hr, depending on experience, with monthly performance bonus on top of wage.
- Ongoing training and professional development.
- Optional Health insurance package, including medical, dental, and vision coverage.
- Overtime pay.
- Paid vacation and sick leave.
- Flexible time off.

Qualifications & Experience:

Key Responsibilities:

- Communicate service needs, estimates, and repair information to the customer.
- Build lasting relationships and understand the needs of the customers.
- Scheduling appointments and receive vehicle information.
- Prepare work orders and estimates, ensuring accurate information and pricing.
- Collaborate with the team to prioritize and manage workload effectively.
- Maintain a clean and organized workspace as well as assist with

general cleaning duties. • Track, organize, and handle parts, including the ability to lift and move items as needed. Qualifications: • Proficient with computers and able to learn new programs. • Able to multitask and have good organizational skills. • Excellent customer service and communication skills, both written and verbal. • Ability to work in a fast-paced, team-oriented environment while maintaining attention to detail. • Knowledge of automotive systems, repairs, and maintenance services an asset but not needed. • Valid driver's license with a clean driving record.
