



# Service Advisor

## Full-Time

Port Hardy and North Island  
Port McNeill

Tuesday May 19, 2026

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\$21 - \$25/ hour (Performance bonus)

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**Company:** Allmac Repair LTD

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

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**Industry:** Retail & Wholesale

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### **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](mailto:allmacrepair1@gmail.com) or drop off in person.

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### **Expiry Date:**

Tuesday, June 02, 2026

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### **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.

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### **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.

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