



Customer Service Advisor Part-Time

Port Hardy and North Island
Port McNeill

Wednesday September 16, 2026

\$21 - \$25/ hour (Starting wage \$25.00 with full time potential)

Company: V-Echo Restorations

Industry: Retail & Wholesale

Remote/Camp Based Job: No

How to apply:

Please send resumes by e-mail or in person. V-ECHO Restorations Po Box 822 #3-2305 Mine Road Port McNeill, BC V0N 2R0 250-956-4809 vechores@telus.net
Serious Applicants Only Please – We are looking for a long-term employee

Expiry Date:

Wednesday, September 30, 2026

Details:

Position Responsibilities: - Selling, identifying, scheduling and documenting service, maintenance, and repairs - Answering phone calls to schedule service appointments or talk to customers about service needs or concerns - Greet customers with a smile when they arrive for service needs, including drop-offs, walk-ins, and wait appointments - Create repair orders and technician worksheets to help with technician workflow - Enter itemized estimate on service order and explain estimate clearly to customer - Acquire pre-approval of services needed before work is performed, either in person or over the phone - Invoice and cash out customers upon work completion - Communicate with technicians about customer needs or concerns - Manage inventory, ship & receive parts and ensure appropriate stock levels - Assist technicians to identify parts needed - Follow safeguard rules and regulations - Maintain housekeeping of workspace as well as assist with general cleaning duties Start Date – Immediately Office hours – Monday to Friday 8:00am -5:00pm Closed for lunch 12:00pm - 1:00pm Work schedule – Part time with the potential for full time Starting wage \$25.00 per hour Probationary period will be in effect

Qualifications & Experience:

We are looking for a long-term employee to join our team. Job applicant must be friendly, efficient, reliable, punctual & able to work well independently in a very fast-paced environment. Applicants must have some knowledge of vehicle repairs, along with experience with Excel/Office and other basic on-line programs. Qualifications: - Friendly & positive attitude - Excellent communication and organizational skills & strong attention to detail - Strong computer skills, along with spelling & basic math - Valid driver's license - Works well with others - Willingness

to help & learn - Ability to lift 50 lbs.
