



Campbell River Honda is part of the Steve Marshall Group, which operates new, used, and RV dealerships throughout British Columbia and the US. We are an award-winning brand with more than 400 employees, and we are looking to add one more as a full-time **Parts & Service Advisor**.

At CR Honda, we are dedicated to delivering exceptional service and building lasting relationships with our customers. As a respected name in the automotive industry, we strive for excellence in everything we do – from vehicle sales and service to customer support.

Role Summary

As a Parts and Service Advisor, you will play a key role in delivering exceptional customer experiences by coordinating automotive service appointments, managing parts inventory, and ensuring the seamless operation of our Parts and Service Departments. Your strong organizational skills, technical knowledge, and customer-focused approach will help maintain our reputation for excellence in customer satisfaction.

Key Responsibilities

- Greet customers warmly and assist them with their service and parts inquiries.
- Schedule and coordinate vehicle service appointments, ensuring timely and efficient service delivery.
- Provide accurate estimates for parts and services, explaining processes and options to customers.
- Order, receive, and manage parts inventory, maintaining accuracy and availability.
- Liaise between customers, technicians, and suppliers to ensure seamless communication.
- Upsell maintenance and repair services based on customer needs and vehicle assessments.
- Process payments, maintain accurate records, and handle customer concerns with professionalism.
- Ensure compliance with company policies and safety standards.

Qualifications & Competencies

- Experience in a similar role within the automotive industry is preferred.
- Strong understanding of automotive systems and parts terminology.
- Excellent communication, organizational, and problem-solving skills.
- Proficiency with computer systems, including dealership management software.
- Ability to work in a fast-paced environment and manage multiple tasks effectively.
- Valid driver's license.

What We Offer:

- Competitive compensation plan.
- Full benefits package.
- A friendly, team-oriented work environment.
- Opportunities for growth and development.



Salary Range:

\$45,000 - \$75,000/year

How to Apply:

If you feel that you would be a great fit for this role, and our team, please submit a copy of your resume via the Steve Marshall Group career site: [Career Centre | Recruitment](#). We do thank all applicants in advance, but only those selected for an interview will be contacted. Thank you for your interest!

Our company is an **equal opportunity employer**. We are committed to creating a workplace that is free from discrimination and harassment and where everyone has a fair and equal chance to succeed.

We recruit, hire, train, promote, and make all employment decisions without regard to race, colour, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.

We believe diversity and inclusion make us stronger, and we are dedicated to building a culture where all employees feel respected, supported, and empowered.

If you require reasonable accommodation during the selection process, please let us know and we will work with you to ensure your needs are met in accordance with applicable laws.