



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Service Advisor - Auto Repair

<b>Job ID</b>	<b>3E-77-20-E2-57-42</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=3E-77-20-E2-57-42">https://careers.indigenous.link/viewjob?jobname=3E-77-20-E2-57-42</a>	
<b>Company</b>	City Best Auto Centre	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2022-08-11	To: 2023-02-07
<b>Job</b>	Type: Full-time	Category: Service Sector
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22.00	
<b>Languages</b>	Speak And Understand English	

### Description

City Best Auto Centre is looking for full-time Service Advisors to join our team.

About us:

With over 27 years of experience in the automotive industry, we offer a full range of garage services to vehicle owners located in the Calgary area. All services are performed by highly qualified mechanics.

The selected candidate will be working at our Calgary location at Bay #6, 2116-25th Av NE Calgary, Alberta.

As part of the front-line staff, the Service Advisor is responsible for ensuring that all customers are provided with top-notch customer service. Your duties include:

- Answer phone calls and book appointments to customers
- Receive vehicles and thoroughly document vehicle problems with customers and ask probing questions to better determine issue(s) and recommend maintenance services
- Create quote and work order for mechanics
- Maintain Inventory for parts and other shop supplies
- Work with parts department to order available parts and scheduling of future appointments for receiving parts and give them to mechanic
- Manage invoice and payments from different vendors
- Organize and verify parts returns to vendors

### Experience

Experience is as an asset, but will train;

Service Advisor experience is preferred

### Credentials

A valid driver's license & safe driving history is required

### Education Requirements

Completion of secondary school is required

### Essential Skills

- Must be able to complete repetitive tasks
- Solid general PC skills and knowledge of office applications (email, MS Office, Internet, etc...)

**Additional Skills**

- Team player - positive, reliable and motivated

**Other**

Speaking Punjabi is an asset due to many mechanics who speaks Punjabi, as well as to major Punjabi customers

basic security clearance is required once you are selected

**How to Apply**

If this role interests you, please send your resume to us by mail to Bay #6, 2116-25th Av NE Calgary Alberta T2E 6Z4 or by email to [citybestauto01@yahoo.com](mailto:citybestauto01@yahoo.com).